



UNITED STATES MARINE CORPS

2D MARINE AIRCRAFT WING
U.S. MARINE CORPS FORCES, ATLANTIC
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NORTH CAROLINA 28533-0050

WgO P4600.4D
G4/EMBARK

27 NOV 2001

WING ORDER P4600.4D

From: Commanding General
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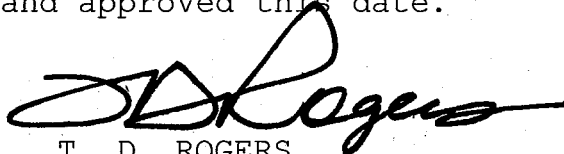
Subj: STANDING OPERATING PROCEDURES (SOP) FOR EMBARKATION
(Short Title: SOP FOR EMBARKATION)

Encl: (1) Locator Sheet

1. Purpose. To promulgate policy, guidance and to establish standing operating procedures for Embarkation within 2d Marine Aircraft Wing (MAW).
2. Cancellation. WgO P4600.4C.
3. Summary of Revision. This Manual has been completely revised and should be reviewed in its entirety.
4. Recommendation. Recommendations concerning the contents of this Manual are invited. Such recommendations will be forwarded to CG, 2d MAW (Attn: G-4) via the appropriate chain of command.
5. Action
 - a. Effective upon receipt, Commanding Officers will ensure compliance with the policies, procedures and guidance contained in this Manual.
 - b. It is not intended or desired that units publish such orders and/or standing operating procedures to amplify this Manual. This Manual and Appendixes A through U, coupled with the utilization of the unit embarkation turnover and desktop procedures and organizational policy letters is deemed sufficient to support all matters pertaining to the embarkation readiness of 2d MAW.
 - c. It is imperative that we remember risks of bodily injury and equipment damage are inherent with any embarkation evolution. Safety is paramount and awareness of potentially unsafe practices and procedures must be exercised by all involved.

WgO P4600.4D

6. Certification. Reviewed and approved this date.

A handwritten signature in black ink, appearing to read 'T. D. Rogers', with a long horizontal flourish extending to the right.

T. D. ROGERS
Chief of Staff

DISTRIBUTION: A

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LOCATOR SHEET

Subj: SOP FOR EMBARKATION

Location:

(Indicate location(s) of copy(ies) of this Manual.)

RECORD OF CHANGES

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SOP FOR EMBARKATION

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CHAPTER 1

GENERAL

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SOP FOR EMBARKATION

CHAPTER 1

GENERAL

1000. GENERAL. The success or failure of any military operation, whether movement is by land, sea, or air is dependent upon proper embarkation planning and execution. All 2nd Marine Aircraft Wing (2nd MAW) unit commanders must ensure their units maintain the highest degree of embarkation readiness at all times in order to conduct pre-deployment preparations, marshaling and movement execution on short notice.

1001. RESPONSIBILITIES

1. Embarkation readiness is the responsibility of each unit commander. However, the proper preparation of supplies and equipment, maintenance of current embarkation data, accomplishment of individual and unit indoctrination embarkation training and the timely execution of embarkation plans requires the attention of every member of the organization.

2. Unit Embarkation Officers. Commanding Officers are directly responsible for the embarkation readiness of their organizations. The unit embarkation officer/chief exercises staff cognizance of all embarkation matters and advises their commander on the status of unit's embarkation readiness. The following duties and responsibilities are considered essential in the proper management of an effective unit embarkation program:

a. Advising the staff and assisting subordinate elements in the planning, preparation and execution of embarkation evolutions and the overall unit readiness.

b. Assignment and training of personnel in embarkation duties.

c. Development, maintenance and validation procedures of unit's embarkation data utilizing the Automated Information Systems (AIS) provided for Force Deployment Planning and Execution (FDP&E).

d. Knowledge of embarkation techniques and procedures for preparation of unit cargo and equipment for movement via commercial and/or military overland, air, sea and rail carriers to include the marking, certifying, handling and stowage of hazardous cargo.

e. Training of personnel in the preparation of aircraft and ship loading plans and the supervision of loading operations.

f. Familiarity with the designated II MEF aerial and sea ports staging and throughput capabilities and knowledge of procedures utilized in the movement of cargo to/from the Unit Marshaling Areas (UMA's) and Ports of Embarkation/Debarkation (POE/POD) to include customs/agricultural inspection requirements.

3. 2nd MAW G-4, Embarkation Officer. The 2dMAW Embarkation Officer serves as a Special Staff Officer to the Commanding General, under the staff cognizance of the Assistant Chief of Staff, G-4 (AC/S, G-4). Responsibilities include, but are not limited to:

a. Exercise staff cognizance over 2nd MAW embarkation policy, procedures, and training to include technical assistance, pre-deployment and embarkation readiness inspections.

b. Compile, maintain and validate command lift requirements and statistical data.

c. Determine and recommend the allocation of strategic transportation assets.

d. Maintain liaison with supporting transportation commands/agencies and subordinate elements.

e. Formulate loading plans and supervise the activities relating to loading/unloading to ensure adherence to established priorities.

f. Develop Transportation of Things/People (TOT/TOP) cost estimates, authorize expenditures and maintain Operations and Maintenance, Marine Corps/Navy (O&M, MC/N) overland fiscal accounts.

g. Develop long-range airlift forecast estimates. Coordinate, monitor and report Unit Deployment Program (UDP), JCS exercise and 2d MAW deployment for training (DFT) movement schedules and costs.

h. Monitor all Dual-Role (DR) Horse-Blanket and Joint Airborne/Air Transportability Training (JA/ATT) utilization in support of 2d MAW deployment and training evolutions.

i. Serve as functional Military Occupational Specialty (MOS) sponsor for MOS's 0430/Embarkation Officer and 0431/Logistics and Embarkation Specialists.

j. Serve as functional sponsor for all embarkation related AIS utilized in support of FDP&E.

1002. PERSONNEL ASSIGNMENTS. The complex planning and execution of unit/MAGTF movements require that sufficiently trained and qualified personnel be available to perform embarkation duties. Careful consideration must be given in the assignment of such personnel since embarkation will become their primary duty during planning and execution phases of air, sea and ground movement operations.

1. All 2nd MAW organizations including the squadron level have T/O billets for embarkation specialists in the MOS of 0431. At the group level, there are T/O billets for embarkation officers in the MOS of 0430. Commanders will assign embarkation assistants on an additional duty basis within all sections (i.e. departments, divisions) of the unit to enhance the unit embarkation program and organizational readiness. Assignment of personnel to embarkation duties on an additional duty basis will be made, in writing, by the cognizant commander. A recommended format for an embarkation letter of appointment is provided in Appendix A to this SOP.

2. Personnel who become qualified in embarkation duties through successful completion of the resident basic embarkation course, the NCO/SNCO embarkation course or through on-the-job training, can request an additional MOS in accordance with the current edition of MCO P1200.7 (MOS Manual) and MCO P1000.6 (ACTS MAN), paragraphs 3102 and 3104.

1003. TRAINING. The 2nd Marine Aircraft Wing, as an integral part of II MEF, Marine Forces, Atlantic, must be fully capable of providing forces as directed. Competent, well-trained personnel significantly contribute to higher readiness and the overall

efficiency of the command. In order to provide forces for deployment on short notice, commanders must ensure personnel are trained in the requisite pre-deployment, marshaling and movement policies and procedures utilized in support of Force Deployment Planning and Execution (FDP&E). The Billet and Training Report identifies the number of personnel and billets within the unit and individual certifications and qualifications. See Appendix A, page A-8, for frequency of report and Appendix F for the format.

1. Per FMFM 3-1, paragraph 1318G, unit embarkation officers are responsible for the planning, conduct, and supervision of the unit's embarkation training program. Additionally, commands are required to maintain training records to include: an annual training plan, lesson plans, class attendance rosters and critique sheets.

2. Training priorities will be established as follows in descending order:

a. Mission Oriented Training. That training, both individual and collective, which provides the Marine with the skills, knowledge, and attitudes necessary to discharge their duties in support of a unit's mission.

(1) Unit embarkation officers will ensure, at a minimum, that the following mission oriented embarkation training is included in the unit's annual training plan and conducted on a monthly basis:

(a) Supervisors embarkation training.

(b) Embarkation database management/reconciliation procedures training.

(c) Preparation of Unit's supplies and equipment for embarkation training.

(d) Weighing, marking and center-of-balance techniques training.

(e) General characteristics and capabilities of military transport aircraft and amphibious ships, landing craft and vehicles training.

(f) Unit hazardous cargo familiarization/preparation training.

b. Skill Progression Training. That training conducted subsequent to initial skills qualification training, which provides a Marine with additional MOS skills and knowledge to perform at a more skilled level or in a supervisory position. Formal schools and the Individual Training Standards (ITS's) for OCCFLD 04 (MCO 1510.61_) are two forms of skills progression training that a unit embarkation officer can effectively plan for and utilize in training the unit's embarkation staff.

(1) Formal Schools Training. Resident courses for the 04XX MOS's are provided by MCCSSS (Marine Corps Combat Service Support Schools) at Camp Lejeune, Mobile Training Team (MTT) courses offered by the Expeditionary Warfare Training Commands Pacific/Atlantic (EWTG PAC/LANT), and by other DOD agencies. The AC/S, G-4, Embark Section coordinates all embarkation related training within 2nd MAW. Messages soliciting nominations to formal schools will be sent to each Group on a course availability basis. Nominations will be provided by each Group and submitted to this Headquarters (AC/S, G-4, Embark Section) for consolidation and forwarding to higher headquarters.

(2) Individual Training Standards (ITS's) for OCCFLD 04. MCO 1510.61_ provides the unit embarkation officer with a detailed list of those skills required for a Marine within their particular MOS. (To enhance the skills proficiency and professional knowledge of the unit embark specialist, unit embark officers will ensure each Marine is provided with a copy of their ITS standards, and that each task is completed/skills mastered on a calendar year basis.) Each Marine's ITS package will include a cover sheet which outlines the Marine's responsibilities to complete the training standards and a section OIC/SNCOIC's quarterly review signature block. The unit's ITS packages will be made available during all embarkation inspections as documentation of skills progression training.

c. Professional Development Education. That training and education which provides a Marine with the knowledge and attitudes necessary for increased grade and responsibility. Unlike skill progression training, which leads to a specific skill, professional development education increases overall professional competence in general military education. To enhance the professional development of the unit's embarkation personnel, the unit embarkation officer will ensure their embarkation Marines have enrolled in or completed the following MCI correspondence courses:

(1) The Marine Corps Publications and Directives System (MCI 04.16)

(2) The Logistics/Embarkation Specialist (MCI 04.5)

(3) Introduction to Amphibious Embarkation (MCI 04.7)

(4) Correspondence Procedures (MCI 01.31)

1004. STANDING OPERATING PROCEDURES (SOPs). It is not desired or intended that units publish separate embarkation SOPs. This Manual and Appendixes A through U, coupled with the utilization of the unit embarkation turnover and desktop procedures and the publishing of organizational policy letters, should be sufficient to support all matters pertaining to the embarkation readiness of the organization. Any SOP and/or policy letters promulgated at the subordinate unit level with guidance and/or policy not contained within this SOP will be provided to this Headquarters (Attn: AC/S G-4, EMBARK). Examples of organizational policy letters which may be required include:

a. Policy for assignment of organizational cargo package identification numbers (Pkg Ids).

b. Policy for assignment of organizational section designators.

1005. TURNOVER FOLDERS/DESKTOP PROCEDURES

1. Operational tempo, Permanent Change of Station (PCS) and Temporary Additional Duty (TAD) of personnel can have a negative impact on the day-to-day operations and overall unit's embarkation

readiness. However, the impact of frequent personnel turnover can be lessened by the proper utilization of turnover folders and desktop procedures.

2. Responsibility. Commanders will ensure turnover folders and desktop procedures are prepared and maintained within their organizations for all embarkation billets and related duties. The duties of the unit embarkation officer/chief may be considered the identical; therefore, establishment of a single turnover folder is permitted.

3. Turnover Folders. A turnover folder should contain information about a key billet which, when utilized, renders maximum assistance for a non-contact relief. Turnover folders should be designed to permit ease in changing those sections requiring frequent modification and should not be voluminous, but rather a simple listing of the significant items pertinent to the unit embarkation program. At a minimum, the unit embarkation officer/chief will establish turnover folders with the following information (Appendix A, pages A-1 through A-12 provides commanders with a recommended format for the below listed statements):

a. Letter of appointment. Not required for assigned embarkation specialists possessing MOS's of 0430/0491/0431 filling T/O embarkation billets (page A-1).

b. Organizational chart (page A-2).

c. Billet Title. The billet title page will list the billet title, TO/line number of the billet, billet responsibilities (to whom the individual occupying the billet reports to), and incumbent billets subordinate thereto (TO/line #, description, and name of subordinates) (page A-3).

d. Billet Responsibilities (page A-4).

e. Billet Functions (page A-5).

f. Tasks/Basic Operations Regularly Performed. A tasks and basic operations page will be prepared for each billet title. This list will include the daily, weekly, monthly, quarterly,

semi-annual, annual and as required tasks regularly performed for each billet (page A-6). As appropriate, each task/basic operation requiring amplifying instructions will have bullet statements describing the actions required to accomplish the task (page A-7).

g. Required Reports. Each required report will be listed indicating the report title, from/to, reference, frequency, due date and the file type of the subject report (page A-8).

h. Required Orders/Directives. This list will include the PCN, short title/long title, date, appropriate changes and location of each publication required. Appendix B provides a recommended format.

i. Organizational policy letters. Include all policy letters pertaining to the organization's embarkation program.

j. Recall Roster. A recall roster of the unit embarkation personnel including the department/division embarkation representatives will be maintained (page A-10).

k. Points of Contact. List those internal, external, adjacent and higher headquarters agencies which support the unit(s) embarkation planning and movement evolutions. Each contact listing will include the POC's name, DSN/Commercial telephone numbers, message plad ID's, and/or addresses. Brief statements concerning the purpose served by the contact should be included (page A-11).

l. Embarkation Qualifications. List those personnel who possess special skills qualifications within the unit (i.e. hazardous cargo certified, aircraft load plan certified, etc.). Commanding Officer's letters of authorization for all hazardous cargo certifiers will be included (page A-12).

m. Past, Pending, and Anticipated projects. List past, pending and anticipated projects for the unit's embarkation program (page A-13).

n. Hazardous Material Certifier Assignment Letter. Lists personnel assigned to certify Hazmat for the unit (page A-14).

o. Miscellaneous information that might assist a relief in carrying out the responsibilities of the duties assigned.

4. Desktop Procedures. Desktop Procedures contain listings of procedures and/or information pertaining to the management of and functions involved with accomplishing the tasks of a particular billet. Appendix A, pages A-15 through A-18 provides embarkation officers with a recommended format for the documentation delineated below. At a minimum, desktop procedures will include:

a. Inspection procedures and results. At a minimum, include a copy of each of the last organizational, higher headquarters and CGI inspection results.

b. Unit garrison database reconciliation procedures (page A-15).

c. Copy of current embarkation garrison database. Insert a printed copy of the organization's garrison plan. Additionally, a backup diskette or CD-ROM of the garrison plan will be retained within the desktop.

d. Unit Lift Requirements Summary (pages A-16 through A-17).

e. Organizational special lifts and hazardous material listing (page A-18).

f. Movement support request procedures. Identifies those procedures utilized to obtain MHE, garrison, tactical or commercial vehicle support.

g. Embarkation supplies listing/request procedures. Identifies those on-hand quantities of embarkation supplies (i.e. 463L pallet bags, tie-down chains, pallet couplers, etc.) by NSN, description, quantity and location within the organization. Request procedures should be included for use in obtaining additional supplies above unit's on-hand quantities.

h. Other such procedures/listings of tasks and/or basic operations that define the routine functioning of the billet.

1006. EMBARKATION REFERENCE MATERIAL

1. Commanders will ensure that adequate embarkation reference publications and directives are on hand. Specific allowances for Marine Corps directives and publications are addressed in the current edition of MCO P5600.31 (Marine Corps Publications and Printing Regulations). Periodic checklists published by Headquarters Marine Corps also contain information on directives allowances.

2. The embarkation section will ensure one copy of each embarkation publication and directive listed in Appendix B is available within their unit. Use of current information technologies (CD-ROM libraries) is highly encouraged and recommended in support of reducing the overall unit lift requirements. The list of publications will be reviewed and updated annually utilizing the current HQMC IG checklist, MCO P5600.31, and higher headquarters directives. Requests for changes to the required embarkation publications listing will be submitted to the AC/S G-4, Embarkation Office, for approval.

1007. INSPECTIONS. Inspections are conducted to promote efficiency and economy, provide technical assistance and training, and assess the overall readiness of a unit. With a goal of providing commanders with an operational and administrative assessment of their embarkation readiness, the 2d MAW's embarkation inspection program is outlined below:

1. Commanding General Inspection (CGI). The AC/S, G-4, Embarkation Office, will conduct a formal CGI every two years for each subordinate unit in accordance with the Wing Inspector's CGI schedule. The Commanding General's Inspection - Embarkation Checklist, Appendix D, will be utilized for the conduct of all CGIs. The purpose of CGIs is to evaluate the unit's ability to maintain databases and prepare cargo in support of deployment and training operations in accordance with the current FDP&E policies and automated information systems. All CGI's are formal evaluations and a final report of the inspection will be forwarded to the Wing Inspector.

2. Staff Assistance Visits (SAV). Unless otherwise requested, the SAV will be conducted utilizing the CGI checklist. The purpose of

SAVs is to assist commanders in the evaluation and training of the organization and will not be utilized as a "pre-inspection" of the CGI. Requests for a SAV will not be approved if requested within 120 days of the anniversary date of the last CGI inspection. Exceptions may be made on a case-by-case basis. SAVs can be performed upon request of the CO.

3. Unit Inspections. Commanders will establish an embarkation inspection schedule that ensures the group headquarters inspects each subordinate squadron on a bi-annual basis, as a minimum (annually is recommended), and each squadron conducts internal department/division inspections on a semi-annual basis. The Commanding General's Inspection - Embarkation Checklist, Appendix D, will be utilized for the conduct of all unit embarkation inspections. Unit embarkation officers will ensure copies of all inspection results and corrective actions taken are properly maintained within unit/section embarkation desktop files.

4. Deployment Inspections. All deploying units may be subject to a deployment inspection by the 2dMAW embarkation staff. These inspections, when conducted, will begin approximately 72 hours prior to the scheduled movement dates. The deployment inspection checklist contained in Appendix E will be utilized to assess the units training and operational readiness. Results of the deployment inspection will be provided to respective unit/group commanders and maintained in the unit/groups embarkation desktop files.

5. MAGTF II Planning Inspection. Embarkation specialists within 2D MAW need to fully understand the deployment planning process. This is not limited to the embarkation planning utilizing MDSS II and the various load planning programs, but also, the S-3's involvement and use of MAGTF II. The purpose of the MAGTF II Planning Inspection is to evaluate the unit's ability to tailor, refine and validate sourcing of a MAGTF II requirement (all or portion thereof) in accordance with the current FDP&E policies and automated information systems. All units within 2dMAW may be subject to a MAGTF II Planning Inspection and can prepare for it by utilizing the MAGTF II Planning Inspection Checklist contained in Appendix C.

1008. REPORTS. The movement of troops, supplies and equipment by air, amphibious/MSC shipping, rail and overland carriers requires submission of various administrative reports to facilitate and/or report movement status. The below listed reports will be consolidated and submitted via the appropriate chain of command to this headquarters. A list of these reports can be found in Appendix A, which includes frequency and file type. Additional report submissions may be required to support assigned missions and/or as directed by higher headquarters.

1. EMBARKATION BILLET AND TRAINING REPORT. This report provides MOS sponsor oversight of assigned personnel, their formal schools qualifications and unit's embarkation training schedule.
2. SHORT RANGE FORECAST. This report provides visibility of all JCS/JTF, (DR) Horse blanket, JA/ATT, and OPLIFT (JOSAC) airlift coordination conducted in support of unit's TEEP'd events.
3. LONG RANGE FORCAST. This report provides visibility of all JCS/JTF, (DR) Horseblanket, JA/ATT, and OPLIFT (JOSAC) airlift coordination conducted in support of unit's TEEP'd events. The report will be produced in the same format as the Short Range Forecast.
4. GARRISON PLAN UDL. The Garrison plan UDL provides current unit garrison embarkation data for contingency planning and semi-annual audits.
5. DEPLOYMENT PLAN UDL. The deployment plan UDL provides unit deployment listing in support of TPFDD validations, MAGTF database consolidations, load planning and Transportation of Things/People (TOT/TOP) requests, validation and execution.
6. CARRIER DISCREPANCY REPORT. This report is utilized to report carrier performance discrepancies to include: damage to unit cargo/equipment during transit, carrier arrival/departure delays and load configurations (i.e. loss of unit cargo and /or cases of carrier download/upload of unit's cargo during transit). Using unit delays will also be identified.
7. MOVEMENT REPORT. This report will be utilized to report the departure of unit personnel and equipment. There will be no

standard format addressed in the SOP, however, the following is a list of required information: Unit, Mode of transport (Busses, Comm. TT, KC-10, B-747, etc.), Mission Number, Date/Time, Number of Pax, Number of Short Tons, Type of Cargo (described by carrier, i.e. 1st TT loaded with two HMMWVs and one trailer, 2nd TT loaded with two ISO containers, etc. along with short tons loaded to each), APOE, APOD, Baggage and pax weight (on airlift missions), POC and Remarks. This report will be submitted to the 2dMAW, G-4 Embarkation Office NLT one hour after departure.

1009. SECURITY CLEARANCES. Due to the nature of their duties, all embarkation specialists possessing the MOS's of 0430 and 0431 require security clearances and access up to the classification of SECRET. Unit embarkation assistants (personnel assigned embarkation duties within their respective departments/divisions) should possess clearances and access sufficient to enable them to perform their assigned duties, but not less than CONFIDENTIAL.

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CHAPTER 2

PLANNING AND BUDGETING

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SOP FOR EMBARKATION

CHAPTER 2

PLANNING AND BUDGETING

2000. GENERAL. The timely and effective embarkation of troops, supplies, and equipment can only be achieved through detailed planning and the careful execution of the load plans during the pre-embarkation, marshaling and movement phases. Embarkation planning must be conducted concurrently and parallel with all other planning (operational & logistical) and requires detailed knowledge of the characteristics, capabilities, and limitations of the various type aircraft and ships (military and commercial), and their relationship to the troops, supplies, and equipment to be embarked. With the exception of training and administrative deployments, embarkation planning must support the plan for unloading and scheme of maneuver. Early development of landing plans is essential for detailed embarkation planning to succeed.

2001. RESPONSIBILITY. Upon initiation of planning and based upon the size and scope of the deployment/exercise, CG 2dMAW may assign a subordinate command planning and team embarkation officer responsibilities. When assigned such responsibilities, all embarkation planning within 2dMAW will be in accordance with JCS Pub 3-02 (Joint Doctrine for Amphibious Operations), JCS Pub 3-02.2 (Joint Doctrine for Amphibious Embarkation), NWP 22-8 (a) (MSC Support for Amphibious Operations), DTR Part III (Mobility), FMF LantO P3120.15A (SOP for MAGTF Deployments), this Manual and other such orders and regulations issued by this and higher headquarters.

1. Prior to the embarkation planning phase of an operation or exercise, embarking group/unit commanders will appoint subordinate Officers-In-Charge (OICs) down to the embarkation team level. These OICs should in turn appoint a team embarkation officer and assistants to accomplish ship/aircraft load planning as well as the execution of subsequent embarkation.

2. The 2d MAW Embarkation Office is available to provide technical expertise and assistance in all embarkation planning, and assist embarking group/unit commanders in the control and supervision of all loading and unloading operations. This headquarters should be notified early in the planning phase for any assistance, expertise, and/or coordination required beyond the unit's capabilities.

2002. ALLOCATION AND MANIFESTING OF STRATEGIC/TRANSPORTATION ASSETS. Allocation and manifesting of strategic/transportation assets is conducted by the deploying forces via the operational chain of command utilizing the Force Deployment Planning and Execution (FDP&E) Automated Information Systems (AIS).

1. Allocation of Strategic/Transportation Assets. Allocation of strategic/transportation assets entails those actions required to identify the planned load and movement schedule for a specific strategic/transportation carrier.

a. USCINCTrans through its transportation component commands assigns strategic carriers within the Joint Operations Planning and Execution System (JOPES) for movement scheduling purposes. The initial allocation of Unit Line Numbers (ULNs) provided are based upon the availability of assets, established movement dates within JOPES and the Level IV detail (type/quantity of cargo) validations.

b. MAGTF/deploying unit commanders need to review the strategic/transportation carrier movement schedules and allocations to determine their feasibility of operational support. Commanders have the flexibility to re-allocate ULNs to carriers to meet their operational needs. Any re-allocation of ULNs to carriers outside of the ULNs validated movement window dates requires approval from the operational chain of command. All lift deficiencies/excesses will be reported via the operational chain of command.

2. Manifesting of Strategic/Transportation Assets. Manifesting of strategic/transportation assets are those actions required to identify the actual load planning conducted and/or arrival and departure reporting of carriers within JOPES and the Global Transportation Network (GTN) in support of In-Transit Visibility (ITV).

2003. EMBARKATION PLANS AND ORDERS. An embarkation plan, order, or annex provides the embarkation group/unit commander with a means of consolidating and promulgating those instructions necessary to ensure timely and effective loading. Consideration must be given to the preparation, marshaling and movement of cargo and vehicles, personnel control measures, and the material/container handling equipment (MHE/CHE) requirements at the designated Ports of Embarkation/Debarcation (POE/POD).

1. Format and Content. Guidance as to format, content and preparation of embarkation plans, orders or annexes is contained in FMFM 3-1 (Command and Staff Action), Joint Pub 3-02.2 (Joint Doctrine for Amphibious Embarkation), NWP 22-8 (a) (MSC Support for Amphibious Operations) and DTR Part III (Mobility). Letters of Instruction (LOIs) are often adequate for promulgation of information for small scale/single carrier missions.

2. Unit Planning Considerations. Additional operational and unit level planning considerations for airlift, surface and overland movements are provided in Chapters 4, 5, and 6 of this Manual.

2004. LOADING PLANS

1. When airlift is utilized, the embarkation officer will coordinate and direct the preparation of aircraft load plans using "planning data" until the Joint Inspection (JI) is completed. The actual data derived from the JI will be utilized in all final load plans submissions and manifesting reports. Specific guidance for the preparation of aircraft load plans is contained in DTR Part III (Mobility) and Chapter 4 of this Manual.

2. Individual ship loading plans will be prepared for all amphibious and MSC ships loaded by 2dMAW units. Specific guidance for the preparation of ship's loading plans is contained in JCS Pub 3-02.2 (Joint Doctrine for Amphibious Embarkation), NWP 22-8 (a) (MSC Support of Amphibious Operations) and Chapter 5 of this Manual.

3. Through the use of Automated Information Systems (AIS), the requirement for maintaining templates for each cargo and organic item that requires square foot stowage has been significantly reduced. However, 2dMAW organizations must retain proficiency in manual load planning skills in case AIS assets are not available. When required for manual load planning, templates will be provided for each organic vehicle and item of cargo that requires square foot stowage found on the unit's Table of Equipment (T/E), Individual Material Ready List (IMRL), Table of Basic Allowance (TBA) and special allowances. Templates will be 1/4" = 3' feet for air movement and 1/8" = 1' for surface movement.

2005. PLANNING DATA. This Headquarters has primary responsibility for maintaining embarkation data in support of contingency planning and Time Phased Force Deployment Data (TPFDD) development. In order to support these requirements, subordinate commands will maintain embarkation data for their units in accordance with the policies contained within WgO P5000.9_ (SOP for TPFDD), and this Manual. A general synopsis of those policies is outlined below.

1. Using the most current version of the Force Deployment Planning and Execution (FDP&E) AIS, the G-3/S-3 will maintain a garrison plan for each subordinate unit identifying that unit's current T/E, IMRL, TBA and special allowances by type (Item ID) and quantity and a Table of Organization (T/O) by T/O Line Number. This garrison plan will be the baseline from which all MAGTF/unit deployment planning, tailoring and sourcing will begin. The initial development of this garrison plan may require tailoring of the FDP&E AIS's auto-generated Type Unit Characteristics (TUCHA) data in order to gain the level of accuracy required for future plans development.

2. Using the most current version of the FDP&E AIS, the G-4/S-4 will maintain a garrison plan Unit Deployment Listing (UDL) for each subordinate unit which identifies the unit's current T/E, IMRL, TBA, special allowances and all embarkation boxes, containers and pallets by type (Item ID), National Stock Number (NSN) and Package ID (serial number) and hazardous materials characteristics. The garrison plan's cargo and equipment associations will be minimized to the maximum extent possible in order to maintain flexibility developing deployment plans.

3. Using the most current version of the personnel database management systems, the G-1/S-1/Adjutant will maintain a current unit personnel database by T/O Line Number and SSN. When required, the G-1/S-1/Adjutant will conduct the requisite imports/exports of the personnel information into the FDP&E systems and conduct sourcing and assignment to carrier (manifesting) actions in support of deployment planning and execution.

2006. EMBARKATION PLANNING CONFERENCES. Embarkation planning conferences are conducted to develop, coordinate and publish or implement the guidance and instructions necessary for the safe and efficient preparations, marshaling and movement of the deploying force(s).

1. Emphasis during all embarkation planning conferences is concentrated on the coordination of the load planning efforts of the embarking group/team embarkation officers and the development of recommendations for the allocation and manifesting of assigned carriers in accordance with the established priorities. Normally, embarkation planning conferences are conducted upon initial receipt of a planning directive and upon conclusion of all operational and logistics initial/mid/final planning conferences.

2. In order to ensure the required planning and coordination is conducted, include the below listed personnel/agencies in the embarkation planning conferences.

a. Adjacent/Higher/Subordinate headquarters G/S-4, G/S-3 and G/S-1 representatives.

b. Adjacent/Higher/Subordinate and supporting base/station Motor Transportation coordinators.

c. Adjacent/Higher/Subordinate and supporting base/station TMO coordinators.

d. Adjacent/Higher/Subordinate and supporting base/station Material/Container Handling (M/CHE) coordinators.

e. Deployment support organizations representatives (i.e. AACG/DACG OIC, POG/BOG OIC, etc).

f. Customs, Agricultural, Provost Marshal and state/local highway and transportation coordinators as required.

2007. LIAISON. Subordinate commands will conduct liaison with other services/agencies and Marine Corps commands through the 2dMAW, G-4 Embarkation Section for embarkation matters. If authority to effect direct liaison is granted, this headquarters will be provided information copies of all correspondence/message traffic.

2008. DEPLOYMENT SUPPORT ORGANIZATIONS. Control, coordination and support organizations are established between and within existing commands and agencies in order to provide complete and continuous movement support to a MAGTF/unit during the pre-deployment,

marshaling and deployment phases. Chapter 4, FMFLantO P3120.15A (SOP for MAGTF Deployments) provides commanders with a detailed movement support to a MAGTF/unit during the pre-deployment, marshaling and deployment phases. Chapter 4, FMFLantO P3120.15A (SOP for MAGTF Deployments) provides commanders with a detailed listing of the deployment support organizations and their assigned tasks and recommended compositions. Listed below is a brief synopsis of those deployment support organizations normally established and/or activated in support of II MEF/2dMAW deployments.

1. Force Movement Coordination Center (FMCC). Activated on order by CG, II MEF, and established at the MEF Headquarters to control and coordinate all deployment activities. The FMCC directs all deployment support activities of the MSC's and deploying MAGTFs/units and coordinates with supporting organizations and transportation commands in order to meet the deploying MAGTF/unit Commander's priorities.

2. Logistics Movement Coordination Center (LMCC). Activated on order and normally established within the FSSG Headquarters or CSSE. The LMCC is the MEF/MAGTF Commanders single movement control agency. The LMCC coordinates all transportation and MHE/CHE in support of movement operations, schedules and monitors movement with the MAGTF/Unit Movement Control Center(s) (UMCC) from origin to the POE(s) and supervises the activities of the Arrival Airfield Control Group/Departure Airfield Control Group (AACG/DACG) and Port/Beach Operations Groups (POG/BOGs). The LMCC reports directly to the FMCC and is augmented with personnel and Base/Station/Host Nation equipment assets as required to support the movement plan.

3. Unit Movement Control Center (UMCC). Every deploying unit down to the MAGTF/battalion/squadron level activates a UMCC to control and manage its pre-deployment preparations, marshaling and movement. The UMCC tasks include, but are not limited to:

- a. Supervises preparation of equipment, supplies and personnel for movement.

b. Coordinates organic assets and requests MHE/CHE and transportation necessary for marshaling and staging. Reports transportation and MHE/CHE shortfalls/excess to the MAGTF Movement Coordination Center (MCC), LMCC and parent command as appropriate.

c. Consolidates, provides updates and reports deployment status of subordinate elements to the MAGTF MCC, LMCC and parent command as appropriate.

4. Arrival Airfield Control Group/Departure Airfield Control Group (AACG/DACG). The AACG/DACG provides the interface between the deploying MAGTF/unit and the AMC Wing, Tanker Control Element (TALCE) or Mission Support Team (MST) providing airlift support. The AACG/DACG's tasks include, but are not limited to:

a. Maintains liaison with the deploying MAGTF/unit's Airlift Liaison Element (ALE)/UMCC to determine staging, Joint Inspection (JI) schedules, and support equipment requirements.

b. Coordinates the use of the arrival/departure airfield facilities and provides limited emergency maintenance for equipment and medical assistance as appropriate.

c. Consolidates, provides updates and reports staging, JI completions and aircraft arrival/departure reports to the LMCC.

5. Airlift Liaison Element (ALE). The MAGTF/unit Commander establishes a liaison element at each APOE/APOD to provide coordination between the deploying MAGTF/unit and the AACG/DACG. The ALE's tasks include but are not limited to:

a. Assists in the final preparation of MAGTF/unit's vehicles and equipment.

b. Assembles personnel, supplies and equipment into sequenced pre-planned aircraft loads, in accordance with established load plans. Adjusts aircraft loads to meet the commander's priorities.

c. Ensures aircraft loads arrive at the JI area at times required and coordinated by the DACG and correction of all load discrepancies found during the JI.

d. Consolidates, provides updates and reports staging, JI completions and aircraft arrival/departure reports to the DACG, MAGTF MCC/unit UMCC(s) and parent command as appropriate.

6. Port Operations Group/Beach Operations Group (POG/BOG). Established at all Surface Ports of Embarkation/Debarcation (SPOE/SPODs) with personnel and equipment provided by the FSSG/CSSE and under the operational control of the LMCC, to coordinate, control and provide reports on the staging, and loading/unloading of embarking organizations. Tasks include, but are not limited to:

a. Maintains liaison with the deploying MAGTF/unit's Sealift Liaison Element (SLE), Port Control/officials and assigned Team Embarkation Officers (TEO).

b. Coordinates the use of the port facilities and provides limited emergency maintenance for equipment and medical assistance as appropriate.

c. Consolidates, provides updates and reports staging, passenger/vehicle/cargo (PVC) onload/offload status and ships arrival/departure reports to the LMCC.

7. Sealift Liaison Element (SLE). The MAGTF/unit Commander establishes a liaison element at each SPOE/SPOD to provide coordination between the deploying MAGTF/unit and the POG/BOG. The SLE's tasks include, but are not limited to:

a. Assist in the final preparation of MAGTF/unit's vehicles and equipment.

b. Assembles personnel, supplies and equipment into sequenced pre-planned loading sequence, in accordance with the approved load plans. Adjusts load sequence to meet the commander/TEO's priorities.

c. Provides security within the staging/embarkation areas with deploying MAGTF/unit personnel/assets.

d. Consolidates, provides updates and reports staging, inspection completions and ship, vessel and barge arrival/departure reports to the POG/BOG, MAGTF MCC/unit UMCC(s) and parent command as appropriate.

8. Tanker Airlift Control Element (TALCE)/Mission Support Team (MST). Task organized elements of the Air Force command and control system, employed when required at departure, enroute, and arrival airfields utilized by the airlifted units. The mission of the TALCE/MST is to plan airlift control operations for a given base, to survey the facilities of the base, and to control, coordinate, and report airlift operations at that base. All TALCE/MST support requirements are identified and coordinated through the designated AACG/DACG at each APOE/APOD.

2009. BUDGETING. Transportation funding for 2dMAW units participating in training exercises and deployments comes from a variety of sources and is managed at different levels of command. Understanding the funding sources and procedures significantly enhances the commander's ability to obtain and manage the finite fiscal resources in support of unit training plans. When directed by 2dMAW, G-4, provide estimated overland TOT/TOP lift requirements for all Group TEEP'd events to the 2dMAW, G-4 Embarkation Section.

1. Exercise and Deployment Funding. Exercise and deployment funding is provided from three sources:

a. Operations and Maintenance (Navy), (O&M(N)) funds or "Blue Dollars" fund exercises and deployments of aviation units. These funds are provided to 2dMAW from COMMARFORLANT/II MEF who receives them from CINCLANTFLT.

b. Operations and Maintenance (Marine Corps), (O&M(MC)), funds or "Green Dollars" fund the Marine Corps Unit Deployment Program (including aviation units) and training deployments of Marine Corps aviation ground units, (e.g. MACG-28/MWSG-27).

c. Joint Chiefs of Staff (JCS) funds are provided for JCS directed/scheduled exercises. These funds are available to 2dMAW through the use of established exercise Budget Reporting Codes (BRCs).

2. Airlift and Overland Funding. All three types of funds listed above are divided into Air and Inland Ground Transportation of Things/People (TOT/TOP) categories. All JCS and airlift funding is managed by COMMARFORLANT/CG II MEF. O&M (MC) and O&M (N) inland TOT/TOP funds are provided to 2dMAW and are managed by the AC/S, G-4 Wing Embarkation Office per the exercise priorities and guidance provided by the AC/S G-3 and Comptroller offices.

a. Airlift Funding. The budget vehicle to obtain airlift funds is the submission of the Long Range Airlift Forecast. The Long Range Airlift Forecast is published annually (normally during July) by 2d MAW and forecasts the next FY's airlift requirements based on the current TEEP. It is updated quarterly by the groups Short Range Airlift Forecast submissions (Appendix N), which refines the airlift requirements.

b. Overland Funding. Budgets for the Inland Ground TOT/TOP funds are forecasted annually (normally during July) by the G4 Embarkation Office and are provided to the AC/S Comptroller/CG II MEF. The budget forecast figures are formulated using the current 2d MAW TEEP, past usage data/costs and group submissions.

c. Exercise Budget Planning. The value of exercise budget planning and forecasts are only as good as the accuracy of the source data used to conduct them. Funding Status Reviews or Mid-Year Reviews are conducted to refine the budget forecasts and to ensure fiscal supportability and exercise priorities. Individual units can dramatically enhance the likelihood that their deployments will be funded and/or supported by utilizing the guidelines in their unit exercise planning efforts.

(1) Identify desired deployments as early in the TEEP process as possible.

(2) Maximize use of JA/ATT and/or (DR) Horseblanket support in order to minimize transportation costs.

(3) Maintain flexibility in deployment/redeployment dates in planning and use of JA/ATT and/or (DR) Horseblanket support.

(4) Don't plan for more transportation support than you need. It destroys our credibility and makes the planning/budget process a useless effort.

(5) Utilize Logistic Support Requests (LSRs) efficiently to obtain all available support from the hosting base/station and tenant units and minimize our transportation requirements.

(6) Minimize changes to requested movement dates and transportation requirements as they may negate any previously provided discounts.

(7) Avoid late submissions of transportation requests, they inherently increase our transportation costs.

(8) Avoid under utilization of transportation assets and user delays. They inherently increase higher transportation operating costs and demurrage charges.

SOP FOR EMBARKATION

CHAPTER 3

PREPARATION OF SUPPLIES AND EQUIPMENT

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SOP FOR EMBARKATION

CHAPTER 3

PREPARATION OF SUPPLIES AND EQUIPMENT

3000. GENERAL. The preparation and maintenance of a unit's supplies and equipment for embarkation is as essential to successful deployments as is the operational planning. This section provides the necessary guidance and instructions for marking, packing and crating, and manifesting of the unit's supplies and equipment for embarkation.

3001. MARKINGS. A marking system indicates organizational ownership (tactical markings), contents (package id, barcode label, hazardous materials warning label/placards), and when required, source and destination of the equipment and cargo (shipping labels). All 2d MAW units and subordinate elements will ensure their assigned cargo, equipment and containers are marked for garrison and/or deployment purposes as delineated below. Unless otherwise specified, deviation in location, size or color of markings is not authorized.

1. Tactical Markings. Tactical markings identify organizational ownership. All 2d MAW units and subordinate elements will utilize their respective squadron/separate battalion level Unit Identification Code (UIC)/Reporting Unit Code (RUC) as their authorized tactical marking. Use of UIC/RUCs below the separate squadron/battalion level is not authorized unless specifically approved by COMMARFORLANT, via the chain of command. To preclude constant repainting of UICs, and unless otherwise directed by this headquarters, all task-organizations will retain the owning units UIC (unit from which the equipment was sourced from) on their equipment and containers. Tactical markings may also include the use of section designators in identifying organizational ownership. If utilized, section designators will consist of those alpha/numeric combinations authorized for use and or as contained within the Automated Information Systems (AIS) reference tables. When task-organizing, the task organization's designator/name on the cargo and equipment may be used in lieu of the section designator (i.e. CSSD-30). Appendix G lists those UICs authorized for use within 2d MAW.

a. Vehicles, Milvans, Quadcons, Generators and other square foot stowed equipment. Tactical markings will be black, two-inches in height and placed as described in MARFORLANTO P4035.2. If utilized, section designators will be black, two-inches in height

and placed directly below the UIC. When designated locations coincide with black paint (camouflaged scheme), the marking will be painted earth brown or green.

b. Embark Boxes, Pallets and Crates. Tactical markings will be black, two-inches in height and placed centered on one end, a side and on the top, as depicted in Appendix H. If utilized, section designators will be black, two-inches in height and placed directly below the UIC.

2. Content Markings. Content markings consist of the package identification number, Logistics Applications of Marking and Reading Symbols (LOGMARS) Labels, and any required hazardous material labels per the organization's embarkation AIS garrison or deployment plan Unit Deployment Listing (UDL).

a. Package Identification Numbers. Commonly referred to as a serial number, the package identification number aids the unit in identifying and tracking it's cargo within the embarkation AIS's while in garrison or in-transit. Package identification numbers are UIC specific and will not be duplicated within the same unit.

(1) Vehicles, Milvans, Quadcons, Palcons, Generators and other square foot stowed equipment. All vehicles, milvans, quadcons, palcons, generators and other equipment normally square foot stowed will utilize their assigned USMC serial numbers as their package identification number. However, there is an exception pertaining to MRC vehicles. These vehicles will be identified by the radio serial number in the Serial Number field and the vehicle serial number in the Package Identification field. This is done to ensure the integrity of all associations. Package identification numbers will be black, two-inches in height and placed per MARFORLANTO 4035.2_. The upper left hand corner (each side, end and top) of all palcons, quadcons, milvans or generators will contain the entire USMC serial number preceded by the letters USMC. When designated locations coincide with black paint (camouflage scheme), the marking will be painted earth brown or green.

(2) Embark Boxes, Pallets and Crates. Package identification numbers will be black, one-inch in height and marked on the top, one end, and a side, in the upper left-hand corner as depicted in Appendix H and in accordance with MARFORLANTO 4035.2_. Except as outlined below, units will utilize a unit assigned four-digit consecutive number system as a package identification number of its boxes, pallets and container markings.

(a) Unit T/E Capability sets. A unit T/E capability set is defined as a T/E asset that requires packing or crating of its components in more than one embarkation container/pallet that must be shipped together in order to maintain its operational capability. Unit T/E capability sets may be identified and manifested on the unit's MDSS II reports by utilizing an alpha character following the package identification number (i.e. 0001A, 0001B, etc.). The size, color and location of the package identification numbers will be as listed in paragraph 3001.2.a (2) above.

(b) Warehouse Location Numbers. Utilization of the standard deployable unit location system numbers as package identification numbers by unit supply organizations is authorized. Per MCO P4450.7, the location markings shall be in 3-inch black block lettering and marked on one side, end and top. When utilizing warehouse location numbers with PALCONS (C4431) or QUADCONS (C4433), the item's USMC serial number will take precedence over the standard deployable unit location system number for use within the embarkation AIS database for manifesting purposes.

b. Logistics Applications of Marking and Reading Symbols (LOGMARS) Labels. Upon implementation, LOGMARS labels will be applied to each major end item, all serialized items (less individual weapons, compasses, etc.), and any items that move separately within the deployment process (vehicles, ISO containers, boxes, pallets, crates, etc.). Place the LOGMARS labels two-inches, directly above the UIC. If space does not allow it, the label will be placed as close as possible to the UIC.

c. Hazardous Materials Warning Labels and Placards. Use of the hazardous materials warning labels for garrison purposes and mobility operations are dictated by public law and international transportation regulations.

(1) Vehicles, Milvans and Quadcons. All vehicles, milvans and Quadcons mobile loaded or containing hazardous materials for garrison or deployment purposes will display the appropriate hazardous materials warning placards.

(2) Embark Boxes, Pallets and Crates. All embark boxes, pallets or crates containing hazardous material for garrison or deployment purposes will be marked with the appropriate hazardous materials warning labels. All hazardous materials warning labels will be placed on the lower left corner of the same side, end and top of the item's corresponding tactical markings.

3. Expeditionary Cans. All expeditionary cans will be marked with the UIC, black, two-inches in height, and centered on both sides of the can. When designated locations coincide with black paint, the marking will be painted earth brown or green.

a. Fuel, oil and lubricant cans will be marked with the name of the contents in two-inch yellow letters on the spout end of the can.

b. Water cans require only the UIC marking, since the word "WATER" is already imprinted on the sides of the can.

4. Other T/E Assets. T/E assets normally hand carried (radio sets), self-contained (field desks/office supply sets) or packed within protective boxes/containers (tool boxes, night vision sights) for garrison and/or deployment purposes are required to be marked with the UIC only.

5. Security

a. When directed, prior to and during movement, units may be required to cover their tactical and administrative markings to preclude unauthorized personnel from gaining knowledge of unit identification during staging and movement.

b. Symbolic (unit coats of arms) Markings. The use of unit symbolic markings on their tactical assets is not authorized. Use of symbolic markings increases vulnerability of unit identification and potentially increases unit preparation, marshaling and movement lead times to remove or mask in support of contingency operations.

3002. PACKING AND CRATING. Packing and crating is the manner of preparing the units supplies and equipment for embarkation. Adherence to the following guidelines will maximize utilization of transportation assets and lessen damage to unit cargo and supplies:

a. To the maximum degree possible, unit commanders will maintain uniformity in boxes, crates, pallets and containers to facilitate stowage and handling and preparation of loading plans.

b. Pack like types of supplies within the same box/container to facilitate identification and accountability. Only related items should be packed in the same box or crate.

c. Pad and reinforce containers when necessary to ensure protection of fragile items and prevent damage to the container and its contents.

d. Waterproof boxes or crates containing items subject to moisture damage/deterioration.

e. Apply corrosion preventive materials or other appropriate preservatives to items requiring such protection.

1. Standard Embarkation Boxes, Crates, Pallets and Containers. Standard embarkation boxes, crates, pallets and containers will be utilized to the maximum extent possible. Requests for and the use of non-standard dimensional boxes, crates and pallets will not normally be approved and/or authorized without detailed supporting justification. Where practical, all units/sections will utilize their embarkation boxes, crates, pallets and containers for storage of their T/E assets in the workspace. This method significantly reduces the overall storage area required for the embarkation boxes and containers. This will assist in maintaining unit and section integrity and greatly reduce the time required to prepare and marshal the unit's cargo and equipment. Units will ensure a sufficient quantity of serviceable standard embarkation boxes, crates, pallets and containers are maintained on-hand for all supplies, equipment and items that will deploy. The below list of standard embarkation boxes, crates, pallets and containers and a description of their intended uses are provided for planning purposes:

a. 7 Cube Publication Box (40" x 16" x 17"). Primarily utilized for publications, files, and administrative supplies. Its compact and lightweight design facilitates mobile loading and palletizing of the units cargo and equipment. Use of the PALCON and QUADCON insert will significantly reduce the procurement and maintenance requirements of the standard publication box.

b. 50 Cube Cargo Box (48" x 40" x 44"). Use of the standard 50-cube cargo box facilitates mobile loading, containerization and 463L pallet building. Use of PALCON containers will significantly reduce the procurement and maintenance requirements of the 50-cube cargo box.

c. 110 Cube Tent/Utility Crate (102" x 42" x 44"). Designed as a replacement for the majority of all non-standard boxes currently being utilized, this utility crate facilitates mobile loading, containerization and 463L pallet building. The use of the standard 110-cube tent/utility crate will be significantly reduced upon implementation and fielding of the QUADCON containers.

d. Standard Material Handling Pallet (48" x 40" x 6"). Made of a hard wood stringer construction, the standard material-handling pallet is designed primarily to be used for delivery of palletized unit loads by surface and/or aerial means in ship to shore movement. The normal load is 3,000 pounds for ammunition and 2,000 pounds for standard cargo.

e. Standardized Field Mess Containers. Use of the standardized field range, immersion heater and vacuum jug boxes and crates is directed as applicable. The use of these standardized field mess containers for other organizational T/E assets is authorized.

f. USMC Standard Container Family. The USMC standardized container family consists of watertight, prefabricated, dimensional standard, reusable cargo containers for stowage of organizational property and consumable supplies. These containers are designed to meet both shipping and ground transportation standards and can be lifted and handled by an array of MHE, tactical vehicles and transport helicopters. The container family consists of: Insert, PALCON, QUADCON, and two shipping frames; SIXCON and HALFCO.

(1) Inserts. The insert is designed to fit into a rack within the PALCON or QUADCON to serve as a drawer-bin storage container. By design, it can be employed separately as a portable, watertight covered field box. The insert measures 45" x 17" x 10" and is designed to carry 120 pounds.

(2) PALCON (TAMCN C4431). The PALCON measures 48" x 40" x 41" and is designed with a standard pallet base, four-way forklift entry, and has a cargo capacity of 1000 pounds. The PALCON can accommodate up to six inserts. Maximum weight of the PALCON should not exceed 2000 pounds gross.

(3) QUADCON (TAMCN C4433). The QUADCON measures 58" x 96" x 82" and by its double door entry on both ends, can be filled with bulk items or fitted with thirty-six inserts. Maximum weight of the QUADCON should not exceed 6500 pounds gross.

(4) HALFCON (C4906). The HALFCON measures 120" x 96" x 96" and was designed primarily for use with the ROWPU system. Other uses may include mobile loading of hose reels, engines and transmissions and other oversized cargo. Maximum weight of the HALFCON should not exceed 10,000 pounds gross.

(5) SIXCON (TAMCNs B1580, B1581, B2085 and B2086). The SIXCON units measure 96" x 48" x 48" and was designed primarily for the transport of bulk liquid storage and dispensing equipment.

2. Waterproofing. Waterproofing techniques will be employed to protect those supplies and equipment subject to weather and moisture deterioration during embarkation/debarkation evolutions. To the maximum extent possible, units should request their boxes be waterproofed during construction. However, if boxes currently being utilized require waterproofing, one or more of the following methods may be utilized:

a. Reinforced Barrier Materials. Use only reinforced fiber material that will sustain inclement weather conditions and guard against tears. Measure the box/container carefully and ensure all corners and edges are covered and that there is sufficient "overhang" when all sides have been secured. When the lid or top is intact, this covering will cause an envelope or air pressure fold providing further resistance to water damage. Utilize adhesive materials to secure the paper to the container. Use of staples or nails will not be used as this method only defeats the purpose of waterproofing by puncturing the paper.

b. Plastic Bags. Another common method of waterproofing is the use of plastic bags and waterproofing tape. Consideration should be given to condensation that may occur through the use of plastic bags for waterproofing purposes. Utilization of moisture absorbent material in conjunction with the plastic bag may be required and is highly recommended.

c. Corrosive Preventive Materials/Preservatives. Prior to amphibious operations or when wet landings are anticipated, certain vehicles, equipment and comm-elect items will require waterproofing. Use of authorized corrosive preventive materials/preservatives will be applied per applicable TM's.

3. Palletizing. To prevent damage to the unit's cargo and equipment during the movement phase, proper palletizing techniques are essential. Each pallet must be able to withstand inclement weather and rough handling. The following guidelines are provided to assist in the proper palletizing of the unit's standard cargo and equipment:

- a. Units will maintain a sufficient quantity of serviceable standard warehouse pallets on-hand for all supplies and equipment that will deploy.
- b. Pallets will have 4-way forklift access to facilitate loading and handling.
- c. Pallets will be of a stringer construction, having a 4-inch overhang on both ends, for utilization of lifting slings during loading/unloading from ships.
- d. Pallet construction will include banding recesses for the banding strap(s). Banding straps must clear the forklift blade recess.
- e. Only 1-1/4 inch banding will be utilized when palletizing cargo. All cargo will be banded in both directions to ensure it is secure.
- f. Pallets will be squared off as much as possible to allow stacking or overstack. Based on weight considerations, pallets may be stacked three high during staging and while in transit. A 40-inch standard height is recommended, for maximum stowage of pallets. However, 52-inches is considered to be the maximum height and should not be exceeded.
- g. Units will maintain three pallet boards for each pallet. Dimensions of a pallet board will be 12" X 18" and be made of plywood not less than 1/2" thick. They will be marked as depicted in Appendix H and placed on one side, end and top for movement purposes.
- h. Tents and poles not being utilized for continuous field operations will be crated in garrison.

i. All expeditionary cans will be banded to a pallet in three rows of seven cans each row. Care must be taken in the banding of plastic expeditionary cans to prevent damage.

3003. PROCUREMENT AND MAINTENANCE OF EMBARK BOXES, CRATES AND PALLETS

1. Task Organizing. In order to keep the associated PP&P costs of building standard embarkation boxes, crates and pallets to a minimum, units will issue the respective embarkation containers for the T/E assets identified for transfer to the gaining organization. All commanders will take the necessary measures to ensure the embarkation containers provided are returned in a serviceable condition. It is the unit's responsibility to provide a letter stating those authorized to sign the P-3 work request MCBCL Form 4030 and the DD 1348-1 authorizing the item for shipment. Should additional embarkation containers be required by the task organization or replacement of the provided embarkation containers is necessary, a box/pallet request will be submitted utilizing the request procedures outlined below.

2. Box and Pallet Requests. All requests for embarkation boxes, crates and pallets will be submitted on a Packaging and Preservation Work Request (MCBCL Form 4030) to the Commanding Officer, 2d Supply Battalion (PP&P), Via Commanding General, 2nd Marine Aircraft Wing (AC/S, G-4/Embark). The documentation must be correctly submitted with the original and six (6) copies. The following additional guidance pertains to the timely submission and processing of all PP&P requests:

a. Request Priorities. Priorities 02, 05, 12 will be utilized only by units that are in a deployable status. On an exception basis, units may upgrade the priority of their current work requests. This must be done in writing and via the appropriate chain of command. All requests will be closely scrutinized and require sufficient operational justification. The following processing time chart refers only to request being prepared for return to the requesting units. Time frames may be exceeded when excessive quantities are being processed. Once work requests are completed, the unit will be called. The using unit will have ten working days to either pick up their boxes or make liaison with PP&P Platoon (DSN 751-3187) to prevent their boxes from being issued to another unit.

<u>Request Priority</u>	<u>Processing Time</u>
01-03	24 hours
04-05	10 working days
06-08	30 working days
09-15	60 working days

b. Request Quantities. A separate request is required for each type box, crate and/or pallet and when the requested quantity exceeds the box/crate quantity. It is the goal of PP&P to provide timely and supportive services. In order to achieve this goal, units desiring containers in an expeditious manner may be requested to provide working parties to ensure containers are constructed in the above listed time frame.

<u>TYPE OF CONTAINER</u>	<u>QTY PER REQUEST</u>
STANDARD 50 CUBE	25 EACH
STANDARD 6 CUBE	100 EACH
STANDARD 5 CUBE	100 EACH
STANDARD TENT CRATE	25 EACH
BOXES/CRATES OTHER THAN STANDARD	25 EACH

c. Documentation. The format for PP&P requests is contained in Appendix I and will be submitted along with justification with its endorsements using MCBCL Form 4030. Non-standard box requests need to have drawings, sketches, or a picture, the inside dimensions, and approximate weight of its contents. Hinges, hasps or other type hardware will not be provided with the standard or non-standard boxes. Form 1348-1 is required for transportation of boxes from MCB Camp Lejeune to MCAS Beaufort only.

3. Maintenance. All units will be held accountable for the proper inventory and maintenance of their embarkation boxes, crates and pallets. To the maximum extent possible, all embarkation boxes will be repaired vice replaced. During the conduct of embarkation inspections, all embarkation boxes, crates and pallets will be inspected for serviceable sides, tops and pallet bottom skids.

a. Excess Boxes and Crates. Excess boxes and crates can be maintained in limited quantities for contingencies not to exceed an authorized 5% of the unit's total box and crate requirement. These boxes will be tac-marked and entered on the unit's garrison embarkation AIS database. Units with excess serviceable boxes and

crates above the authorized 5%, will request disposition instructions from CG 2d MAW G-4 Embarkation Office via their respective group headquarters.

b. Cruise Boxes. Cruise boxes are a Table of Basic Allowance (TBA) item and will be marked as any other embarkation box and/or crate. Use of cruise boxes as extra boxes is authorized per guidance contained paragraph 3003.3(a) above.

3004. EMBARKATION SUPPLIES AND EQUIPMENT. In order to conduct short notice embarkation operations in a timely manner and to provide the unit with the necessary equipment to sufficiently train its personnel, the below listed embarkation supplies and equipment will be maintained by each unit in the quantities indicated:

a. 1 1/4" Banding wire, banding clips, crimpers, cutters and stretcher: A minimum of 2-sets of crimpers, cutters and stretchers will be maintained within each squadron. A sufficient quantity of banding wire and clips should be maintained to meet the squadron's mount out needs.

b. Carpenters Tool Kit (TAMCN C6510): Squadron/section embark personnel should have access to a carpenters tool kit during mobilization. If a carpenter's tool kit is not available, a special tool allowance (hammers, crow bars, hand/circular saws) should be requested and maintained on the unit's garrison AIS deployment database.

c. Tape measures: Each section embarkation representative should have access to a tape measure for measuring the unit's cargo and equipment. If necessary, a special tool allowance may need to be requested and approved.

d. Calculators: Each section embarkation representative should have access to a calculator for maintenance of the unit's cargo and equipment. This item is available through serve-mart and can be procured at minimal cost.

e. Scales (TAMCN C6000, C6010 and K4785): At a minimum, each squadron possessing wheeled vehicles should possess (6) wheel load scales for mobilization purposes. Units not possessing wheeled vehicles should possess (2) wheel load scales for cargo weighing purposes. Calibration of these wheel scales is required on a semi-annual basis. Allowances for these TAMCN items can be obtained through the normal supply channels.

f. Admin Supplies: Each squadron level embarkation staff will maintain an embarkation supplies box. Airlift/sealift placards, staple guns/staples, grease pencils, chalk, duct tape, 2" inch stencil sets and safety equipment are all required items within the supplies box.

g. Safety Equipment: Each squadron will maintain sufficient quantities of safety equipment to meet their mobility requirements. At a minimum, each embarkation specialist and designated section embark representative will maintain the required personal protective safety equipment. Although not inclusive, safety equipment required include, plastic hard hats, safety boots, work gloves, ear/eye protection and flashlights with wands and lens filters.

h. Tie-down material (1/2" rope/Cargo straps): Each Squadron will maintain sufficient tie-down material to support mobilization plans. Sufficient quantities of cargo straps should be maintained with each organizations motor pool to support the mobile loading of its vehicles. In addition to the cargo straps, a minimum of (2) rolls of 1/2" non-nylon, manila rope should be maintained within the squadron.

i. Padding and Reinforcing Materials: A sufficient quantity of padding (bubble wrap) and reinforcing materials will be maintained at the squadron level for the mount out protection of its cargo and equipment.

j. Special ramps: Each unit embark staff will ensure all special ramp requirements are identified and maintained within the squadron.

k. Lifting slings: Each unit embark staff will ensure all special lifting sling requirements are identified and maintained within the squadron or are available through the supporting MWSS.

l. 463L Pallet Support Equipment/Supplies: Tie-down equipment, pallet couplers and 463L pallet bags shall be funded and procured by the using unit. The quantity of on-hand requirements to be maintained is determined by the type and quantity of equipment a unit possesses. Use of the embarkation desktop's unit lift requirements and special lifts and hazardous materials pages assist in the determination of the unit's 463L and pallet support equipment requirements. At a minimum, squadrons will possess 50 percent of their below listed support items in support of contingency and/or unit deployments/operations:

<u>Description</u>	<u>NSN</u>
CGU-1/B Cargo Strap, 5,000 lb.	1670-00-725-1437
MB-1 Tie-Down Chain, 10,000 lb.	4010-00-516-8405
MB-1 Tensioning Device, 10,000 lb.	1670-00-212-1149
MB-2 Tie-Down Chain, 25,000 lb.	1670-00-778-4079
MB-2 Tensioning Device, 25,000 lb.	1670-00-212-1150
463L Pallet Coupler, 2" Spacing	1670-01-856-0875
463L Pallet Coupler, 1" Spacing (KC-10)	1670-01-302-3637
463L Pallet Bags, HCU-6/E	3990-00-930-1480

3005. MANIFESTING. Manifesting procedures include development, reconciliation and validation of the unit's garrison and/or deployment database, load plan documentation and the marking and labeling of cargo and equipment for movement execution and reporting.

1. Garrison and Deployment Database Maintenance. Policy for the development, reconciliation and validation of the unit's garrison and deployment databases is provided in Chapter 7 and applicable Appendices to this Manual.

2. Load Plan Documentation. Policy and requirements for load plan documentation in support of airlift, sealift and overland movements is provided in chapters 4, 5, and 6 and their applicable Appendices to this Manual.

3. Marking and Labeling. Policy and requirements for the marking and labeling of the units cargo and equipment in support of airlift, sealift and overland movements is provided in Chapters 4, 5, and 6 and their applicable appendices to this Manual.

3006. HAZARDOUS CARGO. Hazardous materials inherently require special handling, packaging, and certifying based on the mode of transportation and the amount of hazardous material being offered for shipment. Hazardous cargo includes explosives, flammable liquids and solids, oxidizers, corrosive materials, compressed

gasses, poisons, irritating materials, etiologic agents, radioactive materials, and other regulated materials and substances whose properties can be considered dangerous in nature.

1. In accordance with public law and international regulations, commanders can be held liable for any personnel who knowingly fail to identify, package and certify hazardous materials and may incur civil or criminal penalties that may include fines or imprisonment. In addition to the formal schools qualifications, Commanding Officers are required to provide letters of authorization for personnel designated to certify hazardous materials within their commands for transportation purposes.

2. All hazardous materials are to be properly packaged, certified, manifested, and placarded for transportation purposes. Requests for packaging and certification of hazardous materials in support of deployment operations can be submitted to PP&P Section, 2d Supply Battalion, 2d FSSG.

3. Formal schools training for hazardous materials certification is offered on a routine basis through the AC/S, G-4 Embarkation Office. The management of personnel hazardous cargo certification qualifications can be accomplished with the use of the unit embarkation desktop special skill page (page A-11).

3007. INTERNATIONAL STANDARDS ORGANIZATION (ISO) CONTAINERS. ISO containers are routinely sourced and utilized in support of MAGTF/unit deployment operations. Use of ISO containers inherently requires the planning for and use of container handling equipment (CHE). ISO containers vary in size and type and are designed primarily for the unitizing of the MAGTF/unit's bulk cargo and/or equipment and for ease of loading and unloading.

a. Sourcing/Requests for ISO's. ISO containers are provided from the II MEF container contingency pool or are commercially leased. All requests for temporary loan of ISO containers will be submitted via the chain of command to the AC/S G-4 (Attn: Material Readiness Branch) NLT 45 days prior to the required delivery date.

b. Accountability/Tracking of ISO Containers. For standardization purposes, use of the below listed ISO container TAMCN (Item ID)/NSNs within all supply databases/deployment plans is directed:

TAMCN	NSN	NOMENCLATURE
K4230	4110014450817	Container, Refrigerated
K4231	8145014423365	Container, Dry, Side Open
K4234	8155014423336	Container, Dry, End Open
K4239	8145012910937	Container, Half-Height, 4.25'
K4241	8145014423329	Container, Half-Height, 6'
K4243	8145014423348	Container, Flat Rack, 8.5'

3008. PERSONAL EFFECTS (PE)/HOUSEHOLD GOODS (HHG) AND MORALE, WELFARE AND RECREATION (MWR) ITEMS. The policies and procedures for requesting shipment of PE/HHG and MWR items in support of deployment operations vary. When the procedures utilized to ship PE/HHG and MWR items are inappropriate; they violate standing regulations and potentially result in liability to commanders and individuals.

1. MWR Items. DoD Regulation 4500.9R (DTR Part III, Mobility) and MCO P1700.27 (Marine Corps MWR Policy Manual) provide authorization for shipment of MWR items. All MWR items are considered to be sustainment items within the context of the DTR and that DoD MWR Service items will normally be moved by the postal system. Supported CINCs may elect to use the Defense Transportation System (DTS) and establish movement priority with State Department approval. When MWR items are provided, it is the commander's responsibility to ensure the items are properly manifested with and in the same manner as accompanying supplies and equipment. Shipment of individually owned PE/HHG items as unit MWR is not authorized.

2. PE/HHG Items. Joint Federal Travel Regulations (JFTR), Volume 1 authorizes order-writing authorities to ship PE/HHG in support of Unit Deployment Program (UDP) and Deployments for Training (DFTs), provided the PE/HHG shipments are funded by the unit commander. Additionally, the shipment of PE/HHG items must be properly requested and coordinated with the applicable transportation agencies and in strict compliance with the JFTR and MILSTAMP regulations.

3. MWR and PE/HHG Requests. All requests for shipment of MWR and/or PE/HHG items in support of deployment operations shall be forwarded to the CG, 2d MAW (G-4) for approval and coordination with appropriate supporting transportation agencies. Such request will accompany the supporting transportation request (i.e. SAAM/CAM, Commercial bus/truck, or TPFDD).

SOP FOR EMBARKATION

CHAPTER 4

AIR MOVEMENT PROCEDURES

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SOP FOR EMBARKATION

CHAPTER 4

AIR MOVEMENT PROCEDURES

4000. GENERAL. This section provides guidance and procedures to be used by 2d MAW units when planning and preparing unit supplies and equipment for air movement utilizing Air Mobility Command (AMC) commercial and Operational Support Airlift (OSA), in support of JCS directed deployments/exercises, Unit Deployment Program (UDP), or Deployments For Training (DFT).

4001. PLANNING. The rapid and orderly deployment of units by air requires detailed planning. Additionally, air movement plans must be flexible to facilitate rapid changes to the number and type of aircraft provided, the allowable cabin loads (ACL's) of assigned transport aircraft, and mission requirements.

1. Operational Planning. It is important that timely, accurate data be developed, validated and provided to higher headquarters which reflects the quantity of personnel, supplies and type equipment to be airlifted. When conducting operational airlift planning, all embarkation personnel involved must be knowledgeable in the following:

- a. Capabilities of the departure and arrival airfields to support the number and type of aircraft to be used.
- b. Airfield operating hours and their effects on the movement.
- c. Availability of support equipment at the departure and arrival airfields.
- d. Availability of staging and marshalling areas large enough to accommodate the personnel, supplies and equipment of the deploying unit(s).
- e. Points of contact at each location supporting the airlift.
- f. Availability of expeditionary messing and billeting facilities.
- g. Any unique requirements which must be met to support the mission.

2. Unit Planning. The requirement for timely, accurate and detailed planning at the unit level for air movement operations cannot be overemphasized. Unit planning for air movement operations will be continuous and supported by utilization of the embarkation Automated Information Systems (AIS) to the maximum extent possible.

a. Cargo and Equipment Planning Considerations. Unit personnel must be effectively trained to identify, prepare and marshal their cargo and equipment for air movement operations. T/E specific items which have airlift unique characteristics or special loading requirements should be documented in unit desktop folders (page A-17) and utilized in plan development and submission. Cargo and equipment configurations and/or characteristics which require special planning/handling for airlift include (but are not limited to) the following:

(1) Any item requiring palletizing which exceeds a length of 20 feet.

(2) Any items which exceed a height of 96 inches.

(3) Vehicles having an axle load in excess of 10,000 pounds or a wheel load exceeding 5,000 pounds.

(4) All hazardous cargo.

b. Movement of Government-Owned Small Arms Onboard Commercial Aircraft. 2d MAW units routinely deploy/redeploy using commercial chartered and/or scheduled airlift in support of exercises and contingencies where the transporting of government-owned small arms is required. Defense Transportation Regulation (DTR), Part 1, Passenger Movements, Appendix L, provides commanders and airlift planners with the requisite policy for planning the movement of government-owned small arms onboard commercial chartered and/or scheduled aircraft. The guidance delineated below is provided to assist in unit planning.

(1) Personnel using scheduled commercial airlines must have authority to carry weapons documented in their travel orders. In order to ensure uninterrupted service, commanders and unit move coordinators must ensure close coordination between orders writing and Installation/Traffic Management Officer (ITO/TMO) passenger reservation personnel when scheduling reservations.

(2) Personnel designated as couriers of weapons and classified material will ensure their orders reflect "Courier Orders", and the orders (or attached letter from the individuals commander) state they are authorized weapon and security rounds, and are directed to view loading and unloading of the material they are escorting. It is imperative that designated personnel traveling under "Courier Orders" be appropriately identified to ITO/TMO and airlines passenger reservations/boarding personnel.

(3) Individual and/or group movements via scheduled commercial airlines normally require containerization of the small arms for shipment within the aircraft baggage compartment. While there is perceived standardization within the airlines industry, it should be noted that there are differences between airlines as to the "containerization standards". These containerization policies become more evident when traveling Outside the Continental United States (OCONUS) via non-US carriers.

(4) Unlike chartered commercial flights, the use of scheduled commercial airlines for troop movements deploying with government-owned small arms inherently creates assessment of "excess baggage charges" by the airline industry. In order to ensure uninterrupted service, it is imperative that commanders, detachment OIC's and unit move coordinators ensure one or more personnel are authorized "excess baggage" and appropriate funding data on their orders when deploying with government-owned small arms. Additionally, it should be noted that excess baggage charges can be incurred more than once during movement when transferring personnel and cargo between different airline carriers and travelling OCONUS. Prior coordination with 2d MAW G-4 Embark is recommended.

c. Quarterly Short Range Forecasts. Unit airlift planning includes the development and submission of the Quarterly Short Range Forecast.

(1) Groups will consolidate and submit to CG 2d MAW quarterly short range airlift requirements via Naval message in the format depicted in Appendix N by the 5th calendar day of March, June, September, and December.

(2) Forecast submissions will depict all scheduled, coordinated and/or pending airlift requirements for those scheduled deployments/exercises as listed in the 2d MAW TEEP. Units identified as the Air Combat Element (ACE) will consolidate and reflect the total ACE airlift requirements on their short range submissions.

(3) Changes to the short range forecast are required when there are any additions, deletions and/or significant changes to the pax/cargo load configurations which affect airlift requirements. Changes to the short range forecast will be submitted upon completion of planning, but NLT 72 hours after airlift departure time. These changes will be made to reflect historical data and to aid in planning and budgeting in future fiscal years.

3. Air Movement Planning References. The below listed doctrinal publications are to be utilized for unit air movement planning and are included in the required publications listing (Appendix B) to this Order.

<u>Short Title</u>	<u>Long Title</u>
DTR Part I	Defense Transportation Regulation Part I Passenger Movements
DTR Part III	Defense Transportation Regulation Part III Mobility
MCO P4030.19_	Preparing Hazardous Materials for Military Air Shipments
MCO P4631.10_	Operational Support Airlift Management
AMC Pamphlet 36-1	AMC Affiliation Program and Airlift Planners Course

4. Aerial Port of Embarkation (APOE). The APOE serves as an authorized port to process and clear aircraft and traffic for departure. The below listed military and commercial APOE(s) are normally utilized by 2d MAW and are provided for planning and deployment purposes. Specific APOE's for use by the deploying unit will be provided in the appropriate orders and deployment LOI's.

a. North Carolina. MCAS Cherry Point (ICAO/GEOLOC: KNKT/DNNL) is the primary APOE for 2d MAW units deploying from North Carolina via strategic and/or commercial chartered services. The below listed aerial ports are commonly utilized when deploying via commercial scheduled services or as an alternate APOE via strategic airlift:

<u>Airport Name/City</u>	<u>ICAO/GEOLOC</u>
(1) Seymour Johnson AFB/Goldsboro	KGSB/VKAG
(2) Douglas Intl/Charlotte	KCLT/FJRP
(3) Albert J. Ellis/Jacksonville	KOAJ/ADYB

- | | |
|-------------------------------------|-----------|
| (4) Craven County Regional/New Bern | KEWN/VSFJ |
| (5) Raleigh/Durham Intl/Raleigh | KRDU/TXCE |
| (6) New Hanover Intl/Wilmington | KILM/RPRU |

b. South Carolina. MCAS, Beaufort (ICAO/GEOLOC: KNBC/BBJM) is the primary APOE for 2d MAW units deploying from South Carolina via strategic and/or commercial chartered services. The below listed aerial ports are commonly utilized when deploying via commercial scheduled services or as an alternate APOE via strategic airlift:

- | <u>Airport Name/City</u> | <u>ICAO/GEOLOC</u> |
|--------------------------------------|--------------------|
| (1) Charleston Intl/AFB/Charleston | KCHS/DKFX |
| (2) Savannah Municipal/Savannah, Ga. | KSAV/XDQU |

4002. AIRLIFT REQUESTS. Airlift is provided to deploying units via the submission and validation processes of identifying airlift requirements within the Joint Operations Planning and Execution System (JOPEs) and/or the various airlift request formats listed below. The type movement being conducted normally dictates the airlift request procedure.

1. Special Assignment Airlift Mission (SAAM). SAAM requests are routinely prepared and submitted when requesting AMC airlift in support of unit deployments (CONUS and/or OCONUS) when the use of JOPEs has not been directed. In addition to the standard SAAM request, 2d MAW units routinely prepare and submit Dual-Role (DR) Horseblanket SAAM requests for cargo tracking purposes when utilizing KC-10 airlift in a dual-role status (tanking of aircraft and conducting cargo movement operations). The following guidance for SAAM submissions is provided:

a. All SAAM requests will be submitted via naval message in the format contained in Appendix J to this Manual. The (DR) Horseblanket SAAM submission format is contained in Appendix K to this Manual.

b. SAAM requests that require AMC support for movements within CONUS will be submitted to this Headquarters NLT 55 days prior to the desired movement date. SAAM requests in support of movements outside CONUS (i.e. Unit Deployment Program (UDP)) will be submitted

NLT 100 days prior to the desired movement date. However, UDP SAAM requests that fall between May and September require submission NLT 125 days prior to the movement dates. All other UDP movements will follow submission requirements mentioned above. All SAAM requests will contain a minimum of a 3-5 day movement window.

c. (DR) Horseblanket SAAM requests will be submitted to this Headquarters NLT 55 days prior to the movement date or within 24 hours upon approval of the (DR) Horseblanket mission when less than 55 days from the movement date.

d. A single SAAM submission is permitted when the deployment and redeployment is conducted within the same calendar month. When one or more of the desired movement dates extends into the next calendar month, a separate SAAM submission is required for the deployment and redeployment.

e. Only one change per SAAM is permitted. SAAM changes are required when the desired movement dates require change and/or the cargo/passenger detail may impact the quantity/type airlift support requirements. A second change request will require resubmission of a completely new SAAM.

f. All SAAM airlift requests submitted will be accompanied by an electronic copy of the notional load plan for each plane load requested.

2. Commercial Airlift Movement (CAM) Requests. CAM requests are routinely prepared and submitted when requesting commercial chartered or scheduled passenger airlift in support of unit movements within CONUS and when the use of JOPES has not been directed. The following guidance for CAM submissions is provided:

a. All CAM requests will be submitted via naval message in the format contained in Appendix L to this Manual.

b. CAM requests will be submitted to this Headquarters NLT 55 days prior to the movement date or within 24 hours upon approval of deployment when less than 55 days from the movement date.

c. All CAM requests will include both the deployment and redeployment requirements.

3. Operational Support Airlift (OSA). OSA requests are routinely prepared and submitted when requesting JOSAC (Joint Operational

Support Airlift Command) airlift in support of unit and/or administrative movements. All operational support airlift requests will be prepared utilizing DD form 2768, with further guidance contained in MCO 4631.10A, and submitted to the AC/S, G-3, ATCO. Large lifts consisting of 43 or more passengers need to be submitted NLT 45 days prior to the requested movement dates. Small lifts less than 43 passengers need to be submitted NLT 10 days prior to the requested movement dates. Late requests are permitted, but scheduling is optimized by the above timeline guidance. When requesting OSA/JOSAC, in support of 2d MAW TEEP'ed events, the AC/S, G4 Embarkation Office will be notified of all requests, changes and/or cancellations via an info copy of the request.

4. Joint Airborne/Air Transportability Training (JA/ATT) and Dual-Role (DR) Horseblanket Airlift Support. The utilization of JA/ATT and (DR) Horseblanket airlift support provides an opportunity to conduct joint USMC/USAF aircrew qualifications and load team proficiency skills development. Through the use of JA/ATT and (DR) Horseblanket missions, 2d MAW elements are provided with strategic airlift assets, at no cost in support of our TEEP'd events. When utilizing a JA/ATT, the supported unit is responsible for MHE support at both the APOE and APOD. Transportation of required MHE support needs to be considered during the budgeting process. The following guidance is provided in support of JA/ATT and (DR) Horseblanket scheduling:

a. JA/ATT's are scheduled six times a year (every other month) at the JA/ATT conference and (DR) Horseblanket are scheduled at the Quarterly Worldwide Air Refueling Conference. These results are published via GENSER message.

b. In order to qualify for a JA/ATT and (DR) Horseblanket, certain criteria such as cargo configurations, timing, route of flight and number of tanking receivers pertain.

c. JA/ATT missions are normally approved for CONUS movements only and require a minimum of (10) pallets. (DR) Horseblankets are routinely provided for OCONUS UDP movements and JCS deployments/exercises, as well as CONUS movements. (DR) Horseblankets require (4) receivers and (6) pallets.

d. The AC/S, G-3 maintains staff cognizance of the JA/ATT and Horseblanket programs. All requests for JA/ATT or Horseblanket airlift support is consolidated, validated and coordinated by the AC/S, G-3.

e. The AC/S, G-4 Embarkation Office monitors the scheduling and coordination of JA/ATT and (DR) Horseblankets and provides:

(1) Recommendations to the AC/S, G-3 for use of JA/ATT and (DR) Horseblanket airlift in support of 2d MAW TEEP'd events to ensure maximum utilization of this valuable resource is attained.

(2) Fiscal and transportation support for the coordination and movement of K-loader/MHE support requirements.

(3) JA/ATT and (DR) Horseblanket usage and cost analysis reports.

5. AMC Channel Movement/Appropriation Data Requests. Requests for AMC channel movement and/or appropriation data in support of UDP advance parties will be submitted at least 45 days prior to the desired movement date. UDP advance parties are limited to 15 passengers when TRANSPAC'ing (deploying) squadron aircraft, and not more than 30 passengers when TRANSPAC'ing is not required. Requests for AMC channel movement and/or appropriation data will be submitted in accordance with the format provided in Appendix M.

4003. AIRLIFT DOCUMENTATION. As identified in DTR Part III, Mobility and applicable Appendicies, these forms are designed for use in loading planning, and documenting cargo and personnel to be airlifted. Airlift documentation requirements are a deploying unit's responsibility and the following guidance is provided.

1. Aircraft Load Plan(s). All 2d MAW organizations will prepare and submit accurate aircraft load plans utilizing the most current version of the Automated Air Load Planning System (AALPS) or Computer-Aided Load Manifesting System (CALMS). A minimum of seven copies are required for movement (refer to Appendix AD to DTR Part III, Mobility and AMC pamphlet 36-1 paragraph 13.5.3.). One copy of the final load plan will be submitted to the AC/S, G-4, Embarkation Office upon completion of the Joint Inspection (JI) but NLT 24 hours prior to the scheduled aircraft departure. When it is not feasible to use an automated load planning system, units will prepare and submit load plans utilizing the appropriate DD Form 2130 series.

2. Passenger Manifest(s). Accurate passenger manifests are mandatory to ensure accountability of personnel embarking aboard aircraft. The responsibility for the preparation, correction and validation of the passenger manifest(s) rests with the G-1/S-1.

Assignment of a G-1/S-1 representative to the deploying unit's Airlift Liaison Element (ALE) for passenger manifesting and reporting purposes during movement operations is required. All passenger manifests will be prepared and accompany each submitted aircraft load plan in the format and quantities listed in Appendix AD, DTR Part III, Mobility; II MEF msg dtg 200430Z Jun 00 and AMC pamphlet 36-1 paragraph 13.5.3.

3. Shipper's Declaration for Dangerous Goods. All hazardous materials offered for air shipment must be properly packaged and handled in strict compliance with MCO P4030.19_. Shippers Declaration of Dangerous Goods forms will be prepared for each aircraft load having or containing hazardous cargo and will accompany the aircraft load plan in the format and quantities listed in Appendix AD, DTR Part III, Mobility. Packaging, marking and certification of hazardous material for airlift will be accomplished by personnel qualified as a result of special training as described in MCO 4030.19_, paragraph 1-20, and authorized, in writing, by the Commanding Officer. Hazardous cargo certifiers may be authorized by the commander only if qualified by formal technical training in preparation, packaging and documentation of those specific items involved in tactical or contingency airlift operations. Assignment letters must contain the information depicted in Appendix A to this Manual. One copy of the authorization will be forwarded to the 2d MAW, G-4 Embarkation office. It is recommended that certifying officials carry a copy of this letter on their person whenever their certification signature is required.

4. DD Form 1387-2 (Special Handling Data/Certification Form). Per DOD 4500.32-R, VOL I, MILSTAMP Manual, the shipper (unit move or traffic management personnel) must complete DD Form 1387-2 for all cargo and equipment identified as having special characteristics and handling requirements and is being offered for shipment via military controlled aircraft. The use of the DD Form 1387-2 is considered an additional shipper documentation requirement. Unless authorized or required by MCO P4030.19_, entering special handling requirements on the Shippers Declaration for Dangerous Goods form is not an acceptable alternative. DD Form 1387-2 will no longer be utilized to certify hazardous materials.

a. When offering unit/MAGTF cargo and equipment which is deemed to be classified, protected, or otherwise requiring special handling, unit move coordinators will complete and/or ensure the 1387-2 is provided utilizing instructions contained in figure 2-B-33 (detailed instructions for unclassified and classified shipments) of JP 1-01, the MILSTAMP manual.

b. When conducting unit move operations, wherein, unit/MAGTF personnel are enplaned as passengers or cargo custodians, DD Form 1387-2 is not normally required. However, when unit/MAGTF personnel are not enplaned, DD Form 1387-2 is required.

4004. CARGO AND EQUIPMENT PREPARATIONS. The preparation of supplies and equipment for air shipment is a unit responsibility and will normally be accomplished in the unit marshaling areas (UMAs). Preparation includes the packing, crating, unitizing and marking of supplies and equipment, and preparation of vehicles for loading (including provision of special slings if required). Preparation will be accomplished in accordance with all pertinent technical publications, DTR Part III Mobility and this Manual.

4005. SHORING AND DUNNAGE. Shoring and dunnage is required when tracked vehicles, helicopters, metal containers and vehicles or bins with hard rubber tires are loaded. The shoring and dunnage prevents damage to the aircraft and 463L pallets. Providing shoring and dunnage is the responsibility of the moving unit and requirements should be identified early in the planning sequence. Units should maintain fifty percent of the required shoring and dunnage for both air and amphibious embarkation. Shoring and dunnage will be stored in the unit area and, where possible, properly preserved and protected from the elements. Additionally, various size lumber should be specifically identified, so units have the capability to procure additional shoring or dunnage in a timely manner should the need occur (i.e., open purchase).

4006. TRAINING. The many complexities involved in the planning and execution of air movement operations require that sufficiently trained and qualified personnel are available to perform embarkation duties. The qualifications of those personnel assigned to plan and supervise air movement operations should be continuously reviewed and evaluated. The courses listed below are provided on an annual basis by the Service headquarters and various transportation supporting agencies to assist commanders in the training of their personnel to support air movement operations. Quotas for the below listed courses will be identified and/or requested per paragraph 1003 of this Manual.

1. Formal Schools. The following airlift related training is provided through resident and MTT courses of instruction:

<u>Title</u>	<u>Length</u>	<u>*Target Population</u>
Air Mobility Operations Crs	2 weeks	MSgt/WO1 and above
Air Deployment Planners Crs	2 weeks	E-3 and above/MOS 04XX
AMC Affiliation Crs	2 weeks	Any Rank/Any MOS
Hazardous Materials Prep Crs	2 weeks	E-3 and above/MOS 04XX

*Exceptions may be made to the target population on a case-by-case basis.

2. Unit Training. Organizations should conduct indoctrination periods of instruction and/or Mission Oriented Training (MOT) associated to air movement operations. Such training should include, but is not limited to:

- a. Waterproofing of cargo/equipment, tactical markings, banding and palletizing.
- b. Building, weighing and marking of 463L pallets.
- c. Reduction of vehicles and equipment and secondary cargo loading techniques.
- d. Weighing, marking and center of balance techniques of cargo and equipment.
- e. Hazardous cargo familiarization and preparation.
- f. Airlift documentation requirements.
- g. Plane Team Commanders responsibilities.

4007. DEPLOYMENT SUPPORT ORGANIZATIONS. During the conduct of air movement operations, deployment support organizations may be established and/or activated to provide command and control, transportation support and coordination to a MAGTF/unit during the pre-deployment and deployment phases. Each of these agencies are outlined and identified in FMFLantO P3120.15, SOP for MAGTF Deployments. A synopsis of each is provided in Chapter 2 of this Manual.

1. Tanker/Airlift Control Element (TALCE). An organization of the Air Mobility Command (AMC) which may be established at the APOE/APOD in the immediate vicinity of the AACG/DACG. When assigned, the ALCE

plans, coordinates and controls the flow of aircraft into and out of the APOE/APOD and supervises the loading/unloading. The TALCE also serves as the primary liaison agency with the Marine controlling agency and airfield support units. Requests for TALCE support will be identified in paragraph 3 of the SAAM request. TALCE support will only be requested when the movement involves more than 3 aircraft or if KC-10's are utilized.

2. CSSD-21, 2D FSSG will provide the AACG/DACG at MCAS Cherry Point, NC.

3. MAG-31 and MWSS-273 will provide AACG/DACG support for MCAS Beaufort, SC.

4. MAG-26, MAG-29 and/or MWSS-272 will provide AACG/DACG support for subordinate units arriving and departing MCAS New River, NC.

5. Detailed responsibilities of the supporting and airfield units can be found in FMFM 4-6. The following are required of all 2d MAW units deploying to and from MCAS Cherry Point, NC, MCAS New River, NC and MCAS Beaufort, SC:

a. All supplies and equipment for aircraft loads will be staged and joint inspected (JI'd) 24 hours prior to departure of the aircraft.

b. Passenger and baggage showtime at the APOE will be three hours prior to scheduled departure time. Troop and baggage transportation from the marshalling area to the staging area will be requested by the moving unit. At the APOE, the Group embarkation representative will be prepared to turn over the appropriate number of corrected passenger manifests to the DACG. Baggage will be palletized, weighed, and marked (if utilizing AMC aircraft) or weighed and ready for stowage (if utilizing commercial aircraft). At no time will family members accompany passengers to the staging area. Show-time for units utilizing Operational Support Airlift (OSA) will be 90 minutes prior to scheduled departure of the aircraft. This will allow for weighing/tagging of baggage and manifesting of personnel one hour prior to aircraft departure.

c. Staging/showtimes may require adjustment from those listed herein due to a variety of factors. Only the AACG/DACG has the authority to adjust required showtimes to accomplish an orderly airlift.

d. Prior to the presentation of the aircraft load for Joint Inspection, the following items will be prepared:

- (1) Shipper's Declaration for Dangerous Goods (if applicable)
- (2) Passenger Manifest
- (3) Cargo Manifest (load plans) reflecting actual data
- (4) Shoring/Dunnage (if applicable)

e. It is the deploying units responsibility to arrange the movement of their equipment to and from the designated staging area. It is the using unit's responsibility to ensure proper Material Handling Equipment (MHE) is available at the APOE/APOD.

SOP FOR EMBARKATION

CHAPTER 5

SURFACE EMBARKATION PROCEDURES

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SOP FOR EMBARKATION

CHAPTER 5

SURFACE EMBARKATION PROCEDURES

5000. GENERAL. This section provides guidance and procedures to be used by elements of the 2d MAW when conducting surface movement operations utilizing Amphibious, Military Sealift Command (MSC) and other commercial sealift assets, when conducting unit deployments, contingencies and other scheduled exercises or opportune lift.

5001. PLANNING. The timely and effective embarkation of units aboard ships can only be achieved through detailed planning and careful execution of those plans. Surface embarkation planning is done concurrent with operational planning and must support the landing plan and scheme of maneuver. Early development of the landing plan is essential to the development of detailed surface embarkation plans.

1. Operational Planning. It is important that timely, accurate data be developed, validated and provided which reflects the quantity of personnel, supplies and type equipment to be transported. When conducting surface embarkation planning, personnel should be knowledgeable in the following:

a. Capabilities and availability of staging and marshalling areas to support the embarkation or debarkation of the transported force organization(s).

b. Port operating hours and their effects on the embarkation evolution.

c. Port availability of materials-handling equipment (MHE) and stevedores.

d. Points of contact for organizations tasked to support the operations.

e. Potential requirement for expeditionary messing and billeting facilities.

f. Any unique requirements, which must be met to support the mission.

2. Unit Planning. The requirement for timely, accurate and detailed planning at the unit level for surface movement operations

cannot be over-emphasized. Unit planning for surface movement operations will be continuous and supported by using of the current embarkation Automated Information Systems (AIS) to the maximum extent possible.

a. Cargo and Equipment Planning. Unit personnel must be effectively trained to identify and prepare their cargo and equipment for surface movements. Those T/E specific items which possess unique characteristics or special loading requirements should be documented in the unit desktop folders (page A-17) and utilized in plan development and submission. Cargo and equipment configurations and/or characteristics which require special planning and/or loading include (but are not limited to) the following:

- (1) Any items not possessing fording capabilities which may prevent ship-to-shore transfer.
- (2) Any items requiring special slings and/or devices for Lift-on/Lift-off (LO/LO) operations.
- (3) All hazardous cargo.

3. Surface Movement Planning References. The below listed doctrinal publications will be used for all surface movement planning and are included in the required publications listing (Appendix B) to this Manual.

<u>Short Title</u>	<u>Long Title</u>
JCS Pub 3-02	Joint Doctrine for Amphibious Operations
JCS Pub 3-02.2	Joint Doctrine for Amphibious Embarkation
NWP 22-8(a)	MSC Support for Amphibious Operations
MCO P4680.5	Containerization Policy
CLFINST 4600.2A	OPLIFT/LIFT OF OPPORTUNITY
CFR 46	Code of Federal Regulation 46, Shipping
CFR 49	Code of Federal Regulation 49, Transportation

4. Surface Port(s) of Embarkation (SPOE). The below listed military and commercial SPOE(s) are normally utilized by 2d MAW elements and are provided for planning and/or deployment considerations. Specific SPOE's for use by the deploying unit will be provided in the appropriate orders and deployment LOI's.

a. Morehead City State Port, NC (GEOLOC: QTUP). Morehead City State Port is the primary SPOE for organizations embarking aboard Naval (limited to LPD, LSD berthing only) and MSC/commercial shipping.

b. Port of Wilmington, NC (GEOLOC: ZBES). Port of Wilmington is a primary/alternate SPOE for embarkation aboard MSC/commercial shipping.

c. Port of Savannah, GA (GEOLOC: UZXJ). Port of Savannah is a primary/alternate SPOE for embarkation aboard MSC/commercial shipping.

d. Port of Charleston, SC (GEOLOC: DKSD). Port of Charleston is a primary/alternate SPOE for embarkation aboard MSC/commercial shipping.

5002. SURFACE REQUESTS. Assault shipping is normally allocated to the landing force during the planning phase by the initiating directive. Therefore, requests for assault shipping are not routinely submitted. For all other non-scheduled administrative lift requirements not associated with an operational commitment an Opportune Lift Support request is normally submitted.

1. Opportune Lift Support (OPLIFT). All oplift support requests will be prepared utilizing the format contained in CLFINST 4600.2A and submitted NLT 30 days prior to the requested movement date to ensure timely processing/coordination.

5003. SURFACE DOCUMENTATION. Surface documentation varies depending on the type shipping being utilized. As outlined below, that documentation normally includes, but is not limited to, the following:

1. Amphibious Loading Plan Documents. Loading plan documents required for embarkation aboard amphibious shipping are normally prepared by the team embarkation officers and are identified in Joint Pub 3-02.2. Additional documentation may be required as annotated in the Ship's Characteristics Loading Pamphlet (SLCP).

2. Military Sealift Command (MSC)/Commercial Shipping Documentation. Loading plan documents required for embarkation aboard MSC/commercial shipping are normally prepared by the designated team embarkation officers and are identified in Joint Pub

3-02.2 and NWP 22-8 (a). Additional documentation may be required as annotated in the Ships Loading and Characteristics Pamphlet (SLCP) and Code of Federal Regulations 46.

3. Shipper's Declaration for Dangerous Goods. All hazardous materials offered for surface shipment must be properly packaged and handled in strict compliance with CFR 46, applicable international regulations and service directives.

5004. CARGO AND EQUIPMENT PREPARATIONS. The preparation of supplies and equipment for surface embarkation is a unit responsibility and will normally be accomplished in the Unit Marshaling Areas (UMAs). Preparation includes the packing, crating, unitizing and marking of supplies and equipment, and preparing vehicles for loading (including provision of special slings if required). Preparation will be accomplished in accordance with all pertinent technical publications, Joint Pub 3-02.2, NWP 22-8 (a) and this Manual.

5005. TRAINING. The many complexities involved in the planning and execution of surface operations require that fully trained and qualified personnel are available to perform embarkation duties. The qualifications of those personnel assigned to plan and supervise surface operations should be continuously reviewed and evaluated. The below listed courses are provided on an annual basis by the Service headquarters and various transportation supporting agencies to assist commanders in the training of their personnel to support surface movement operations. Quotas for the below listed courses will be identified and requested per paragraph 1003 of this Manual.

1. Formal Schools. The following surface related training is provided through resident and MTT courses of instruction:

<u>Title</u>	<u>Length</u>	<u>Target Population</u>
Combat Service Support Chief (CSS) Crs	5 weeks	SSgt-Above/MOS 0491
Log/Emb NCO/SNCO Crs	8 weeks	Sgt-SSgt/MOS 0431/51/81
Team Embarkation Officer (TEO)/ Assistants Crs	4 weeks	Sgt-Above/Any MOS
Shiploading and Stowage Crs	4 weeks	Sgt-Above/MOS 0430/31/81/91
Trans and Stowage of HazMat	2 weeks	Cpl-Above/MOS 0430/31/81/91

* Exceptions may be made to the Target Population on a case-by-case basis.

2. Correspondence Courses. The below listed MCI's are available to unit personnel through their training representatives:

Title

Logistics/Embarkation Specialist (MCI 04.5)

Introduction to Amphibious Embarkation (MCI 04.7)

3. Unit Training. Organizations should conduct indoctrination and/or Mission Oriented Training (MOT) associated to surface movement operations. Such training should include, but is not limited to:

a. Waterproofing of cargo/equipment, tactical markings, banding and palletizing.

b. Installation of equipment fording kits and proper utilization of lifting devices.

c. Reduction of vehicles and equipment and secondary cargo loading techniques.

d. Hazardous cargo familiarization and preparation.

e. Sealift documentation requirements.

5006. SURFACE MOVEMENT SUPPORT ORGANIZATIONS. During the conduct of surface movement operations, deployment support organizations may be established and/or activated to provide command and control, transportation support and coordination to a MAGTF/unit during the pre-deployment and deployment phases. Each of these agencies are outlined and identified in FMFLantO P3120.15, SOP for MAGTF Deployments. A synopsis of each is provided in Chapter 2 of this Order.

SOP FOR EMBARKATION

CHAPTER 6

OVERLAND TRANSPORTATION PROCEDURES

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SOP FOR EMBARKATION

CHAPTER 6

OVERLAND TRANSPORTATION PROCEDURES

6000. GENERAL. This section provides guidance and procedures to be used by elements of the 2d MAW when planning and conducting overland transportation when such movement is conducted to support unit deployments and other scheduled exercises.

6001. PLANNING. Overland transportation is often procured as an economical means of transporting the unit's cargo, supplies and equipment when airlift is not available and/or deemed cost effective. Time sensitive cargo is not suited for overland shipment and should be coordinated for airlift.

1. Operational Planning. It is important that timely, accurate data be developed, validated and provided which reflects the quantity of personnel, supplies and type equipment to be transported. When conducting overland transportation planning, personnel should be knowledgeable in the following.

a. Standard Transit Time Guide, Figure 202-2 of DTR Part II, Cargo Movement in support of CONUS overland transportation movements.

b. Capabilities and availability of staging and marshaling areas to support the embarkation or debarkation of the transported force organization(s).

c. Base/Station Installation/Traffic Management Office (ITO/TMO) operating hours and their effects on the embarkation evolution.

d. Base/Station MHE availability.

e. Base/Station ITO/TMO and supporting transportation agencies points of contacts.

f. Potential requirement for expeditionary messing and billeting facilities.

g. Any unique requirements, which must be met to support the mission (i.e. oversize/outsize and hazardous cargo road permits).

2. Unit Planning. The requirement for timely, accurate and detailed planning at the unit level for surface movement operations cannot be overemphasized. Unit planning for overland transportation movements will be continuous and supported by utilization of the current embarkation Automated Information Systems (AIS) to the maximum extent possible.

a. Cargo and Equipment Planning. Unit personnel must be effectively trained to identify and prepare their cargo and equipment for overland transportation movements. Those T/E specific items, which possess unique characteristics or special loading requirements, should be documented in the unit desktop folders (page A-17) and utilized in plan development and submission. Cargo and equipment configurations and/or characteristics that require special planning and/or loading include the following:

(1) Any items identified as being Outsized/Oversized for overland transportation purposes.

(2) Any items requiring special instructions for loading or lifting, and/or slings or devices for loading operations.

(3) All hazardous cargo.

3. Surface Movement Planning References. The below listed doctrinal publications are to be utilized for all surface movement planning and are included in the required publications listing (Appendix B) to this Order.

<u>Short Title</u>	<u>Long Title</u>
DTR Part II	Defense Transportation Regulation, Part II, Cargo Movement
MCO P4680.5_	Containerization Policy
CFR 49	Code of Federal Regulation - Title 49, Transportation

6002. OVERLAND TRANSPORTATION REQUESTS. Overland transportation is provided to deploying units via the submission and validation process of identifying the requirements within the Joint Operations Planning and Execution System (JOPES) and/or by submission of the commercial overland truck request. The requests are generated in the current version of LOGAIS and will have accompanying cover letter indicating unit validation of lift requirement.

1. Commercial Truck Transportation Requests. Commercial truck transportation requests will be submitted to this Headquarters using the format contained in Appendix O. An electronic copy of the unit deployment listing (UDL) will also be submitted in accordance with the guidance and policies contained in Chapter 7 and applicable appendixes to this Order. Additionally, requests submitted electronically from units outside the Cherry Point area (MCAS New River and Beaufort units) need to fax the signed cover sheet to this Headquarters. The below listed guidance pertains:

a. Commercial truck requests will be submitted 10 working days prior to the requested available pick-up date for those exercises requiring up to 10 truckloads.

b. Any move requiring 11 truck loads or more must be submitted 20 working days prior to the requested available pick-up date.

c. All requests for changes will be submitted NLT 2 working days prior to the requested available pick-up date. A request for change will be submitted when the type and/or quantity of cargo changes or a change in movement dates is required. Additionally, a new UDL submission will be required with the request for change.

d. All cargo being offered for overland transportation will be made available for inspection NLT 24 hours prior to the requested available pick-up date.

e. Transportation requests not submitted in a timely manner may preclude arrival of unit cargo at the destination by the required delivery date.

2. Commercial Bus Transportation Requests. Commercial bus transportation is used for those deployments/movements within a one-day drive radius. Commercial bus transportation requests will be submitted to this Headquarters using the format contained in Appendix P. The below listed guidance pertains.

a. Commercial bus requests will be submitted 10 working days prior to the requested available pick-up date.

b. All requests for changes will be submitted NLT 2 working days prior to the requested available pick-up date. A request for change will be submitted when the quantity of passengers changes which will necessitate a change in the quantity of buses and/or when a change in the requested movement date/times is required.

c. All passengers will be mustered and ready for movement NLT 45 minutes prior to the requested pick-up times.

3. If appropriation data is requested for exercises not funded by 2D MAW (i.e. JCS, JTF, etc.) where costs will be captured for reimbursement, contact 2D MAW, AC/S G-4 for request format.

6003. OVERLAND TRANSPORTATION DOCUMENTATION. Overland documentation varies depending on the type transportation being utilized. As outlined below, that documentation normally includes, but is not limited to, the following:

1. Government Bills of Lading (GBLs). A GBL is required for each commercial overland truckload and is normally prepared by the installation/traffic management office (ITO/TMO) freight offices. GBLs not only provide the carrier and unit with a manifest of the cargo being shipped, but serve as a fiscal/billing record of transaction as well. When conducting movements via commercial overland trucks from bases/stations other than MCAS Cherry Point, MCAS Beaufort, or MCB Camp Lejeune, unit move coordinators will obtain a copy of each GBL issued in support of their movement. A copy of each GBL will be provided to the 2d MAW G4/Embarkation Office NLT 48 hours after shipment.

2. Chartered Coach Certificates. A chartered coach certificate is required for each commercial bus movement and is normally prepared by the installation/traffic management office (ITO/TMO) passenger offices. Chartered coach certificates serve as a fiscal/billing record of transaction. When conducting movements via commercial buses from bases/stations other than MCAS Cherry Point, MCAS Beaufort, or MCB Camp Lejeune, unit move coordinators will obtain a copy of each charter coach certificate issued in support of their movement. A copy of each charter coach certificate will be provided to the 2d MAW G4/Embarkation Office NLT 48 hours of movement.

3. Shipper's Declaration for Dangerous Goods. It is a unit responsibility to properly identify, package and certify all hazardous materials being offered for shipment. All hazardous materials offered for overland transportation must be properly packaged and handled in strict compliance with CFR 49, applicable international regulations and service directives. Copies of all Shippers Declaration for Dangerous Goods will be provided to the appropriate ITO/TMO freight offices when requested.

6004. CARGO AND EQUIPMENT PREPARATIONS. The preparation of supplies and equipment for overland transportation is a unit responsibility and will normally be accomplished in the Unit Marshaling Areas (UMAs). Preparation includes the packing, crating, unitizing and marking of supplies and equipment, and preparing vehicles for loading (including provision of special slings if required). Preparation will be accomplished in accordance with all pertinent technical publications and this Manual.

6005. TRAINING. Organizations should conduct indoctrination and/or Mission Oriented Training (MOT) associated with overland transportation movements. Such training should include, but is not limited to:

- a. Waterproofing of cargo/equipment, tactical markings, banding and palletizing.
- c. Reduction of vehicles and equipment and secondary cargo loading techniques.
- d. Hazardous cargo familiarization and preparation.
- e. Overland transportation documentation requirements.

6006. MOVEMENT SUPPORT ORGANIZATIONS. During the conduct of overland movement operations, deployment support organizations may be established and/or activated to provide command and control, transportation support and coordination to a MAGTF/unit during the pre-deployment and deployment phases. Each of these agencies is outlined and identified in FMFLantO P3120.15, SOP for MAGTF Deployments. A synopsis of each is provided in Chapter 2 of this Manual.

6007. SHIPPING IRREGULARITIES. Any shipping irregularities, confirmed or suspected, must be reported immediately via telephone and follow up with a priority naval message to this Headquarters, utilizing the Overland Transportation Discrepancy Report contained in Appendix Q to this Order. TMO will assist if asked by 2d MAW. Shipping irregularities that require reporting include, but are not limited to, the following:

1. Noted changes to truckload configurations, which confirm or suspect the carrier of offloading/re-loading unit's cargo and equipment during transit.

2. Vandalism, breakage/damage or loss of unit's cargo and equipment sustained during transit. Includes unauthorized access being gained to secured containers/shelters or bonded cargo shipments. NOTE: A commander's responsibility for investment if necessary, photocopy of all statements, reports and or photographs obtained as supporting documentation will be provided to the AC/S G4 Embarkation Office in the most direct manner. Copies of all supporting documentation will be maintained within this headquarter's financial records for a minimum of 5 years.

3. Failure to meet established required delivery dates (RDDs).

4. Failure to meet available/requested pick-up dates/times. Particularly when a delay of more than 1 hour was incurred, or for which alternate transportation had to be obtained in order to meet operational requirements.

SOP FOR EMBARKATION

CHAPTER 7

EMBARKATION AUTOMATED INFORMATION SYSTEMS/TECHNOLOGY

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SOP FOR EMBARKATION

CHAPTER 7

EMBARKATION AUTOMATED INFORMATION SYSTEMS

7000. GENERAL. Embarkation Automated Information Systems (AIS) provide the Operating Forces the necessary tools to support force deployment planning and execution (FDP&E) in independent, joint, and/or combined operations. The purpose of this Chapter is to provide the guidance, policy and procedures necessary to standardize the day-to-day operations and associated deployment processes when using the various embarkation AIS's. Listed below are those embarkation AIS's currently being utilized and those selected as the joint migration systems.

1. Current Embarkation AIS's. The below listed AIS's are provided to support commanders in embarkation functions required in the planning, pre-deployment, marshaling, movement execution and manifesting phases of the deployment process.

a. Marine Air Ground Task Force II-Logistics Automated Information Systems (MAGTF II-LOGAIS). Deployment planning and execution requires detailed and rapid development of force sustainment requirements, force sourcing, and execution of deployment actions by commanders at all levels. The MAGTF II-LOGAIS family of systems provides commanders the automated tools necessary to accomplish these tasks. The MAGTF II-LOGAIS family of systems includes the below listed sub-systems:

(1) Marine Air Ground Task Force II (MAGTF II). Provides commanders and staffs with the capability to create, tailor and distribute unit/MAGTF requirements for sourcing. Upon completion of sourcing, it provides planners with the capability to develop sustainment requirements and export/upload deployment plans as Time Phased Force Deployment Data (TPFDD) into the Joint Operations Planning and Execution System (JOPES).

(2) MAGTF Deployment Support System II (MDSS II). Provides commanders and staffs with the capability to create garrison plan data for use in the development of deployment plans and the sourcing of MAGTF II plan requirements in support of TPFDD development. Additionally, MDSS II, in conjunction with Automatic Identification Technology (AIT), provides commanders with a

capability to track cargo/equipment during the preparation, marshaling and movement phases of embarkation. MAGTF LOGAIS's relational database design allows MDSS II to be provided with updates and/or conduct import/export of plan data to the various load planning systems.

(3) Transportation Coordinators Automated Information for Movements System (TCAIMS). Provides commanders and staffs with the capability to conduct motor transportation/material handling equipment planning, taskings/requests and dispatching in support of garrison and unit/MAGTF deployment operations. TCAIMS also provides an automated capability to create MILSTAMP compliant databases with user generated TCNs for export of the unit/MAGTF's deployment databases into the Global Transportation Network (GTN) and World-Wide Port System (WPS) databases in support of In-Transit Visibility (ITV).

(4) Computer Aided Embarkation Management System (CAEMS). Provides commanders and staffs with an interactive graphic tool for producing amphibious, MSC and Maritime Pre-positioned Ship (MPS) load plans and associated reports.

b. Computer Aided Load Manifesting (CALM). A U.S. Air Force computer graphics tool for producing airlift load plans and associated reports.

2. Joint Migration AIS's. The below listed AIS's are currently under development or initial fielding/implementation to the operating forces.

a. Joint Force Requirements Generator (JFRG). Joint migration system adopted for implementation and replacement for MAGTF II.

b. Transportation Coordinators Automated Information Management System II (TCAIMS II). Joint migration system adopted for implementation and replacement of the current MDSS II and TCAIMS systems.

c. Automated Air Load Planning System (AALPS). Joint migration system adopted for implementation and replacement for CALM.

d. Integrated Computerized Deployment System (ICODES). Joint migration system adopted for implementation and replacement for CAEMS.

7001. MAGTF Deployment Support System II (MDSS II) MDSS II was developed to be utilized by the unit commander, and provides units with the ability to account for, track, and report its personnel, supplies and equipment. The system, through the use of various program modules, provides the MAGTF and its subordinate elements the ability to develop detailed force structures and associated embarkation plans in response to various contingencies.

1. MDSS II has report options for Commander's to track gear listings for deployments and in garrison. In addition, these reports can be used to submit movement gear listings to higher headquarters. These report options and descriptions are listed below.

a. Standard Reports

(1) Association - This shows a list of all equipment in the Unit Deployment List (UDL) and the associations.

(2) Combat Essential Equipment - This displays all Combat Essential Equipment according to Marine Corps Bulletin 3000.

(3) Container - This report will show all records in the UDL with an NSN starting with 8115 and all associated items.

(4) UAL Cargo - This report reflects all records that do not contain a UP&TT code of 22.

(4) UAL Personal - Lists all personnel in the given plan from the Roster Table.

(5) UAL Vehicles - This shows a list of all items in the UDL containing a UP&TT code of 22.

b. Executive Reports

(1) Principle End Item Report - Provides a listing of authorized and on hand principle end items.

(2) Supply Class Report - Lists items in the given UDL by class and availability.

c. Ad Hoc Reports - This option allows the creation of custom reports that allow any information to be seen. Reports can be generated to show fields that are not usually shown within the UDL (i.e. Air Commodity Code, Water Commodity Code, etc.). User defined fields can also be created, such as sq.ft. These fields are created by combining existing fields using a formula. An example of a possible formula would be $L \times W / 144 + 1$, which combines the length and width fields, to create a sq.ft field.

d. Other reports - Other standard reports under the reports menu option include Maintenance Actions, MPS, and PREPO. These options each contain several report options that are not regularly used in garrison or standard deployment situations.

2. At the time of embarkation, MDSS II can be used to export actual information to other LOG-AIS systems such as the Computer Aided Embarkation Management System (CAEMS) to create ship load plans; the Transportation Coordinators Automated Information Management System (TC-AIMS) to create convoy schedules, transportation requests and interface with MTMC's Worldwide Port System (WPS); and the Marine Air Ground Task Force (MAGTF II) warfighting system for generation of Time Phased Force Deployment Data (TPFDD) input into the Joint Operational Planning and Execution System (JOPES). MDSS II also provides an interface capability with the U. S. Air Force's Computer Aided Load Manifesting System (CALMS) to create aircraft load plans. Additionally, MDSS II utilizes the Logistics Application for the Marking and Reading of Symbols technology to collect, inventory and update changes in cargo configuration or locations of the using unit's supplies and equipment during the execution stages of an operation.

7002. MDSS II DATABASE MANAGEMENT. All preparation and maintenance of the unit's MDSS II database will be in accordance

with the instructions contained within the MDSS II Users manual and this order. Commanders will ensure that the most updated version of MDSS II is installed, maintained, and utilized within their organizations. The AC/S, G-4, Embarkation Section will provide the necessary guidance and training concerning utilization of MDSS II within 2nd MAW, and other such instructions and assistance as required.

1. Maintaining the database requires verification of every entry made. Certain fields populated from TECHDATA, AVCAL and SERMIS may require modification to reflect the actual characteristics of the equipment. Appendix S and Appendix T are provided for guidance of field entries. Two of the most commonly corrupted fields are the UP&TT codes and JCS Cargo Category Codes. Appendix R and Appendix U are provided as guidance for UP&TT codes and JCS Cargo Category Codes, respectively.

7003. SECURITY. MDSS II can operate in a classified or unclassified mode. For garrison purposes each plan should remain unclassified. Should a plan become classified, then all inputs and outputs associated with the plan will also be treated as classified. The Privacy Act may be applicable to MDSS II when working with the unit roster table.

7004. GARRISON UNIT DEPLOYMENT LISTING/ROSTER

1. The Garrison Unit Deployment listing and Unit Personnel listing (ROSTER) tables comprise the first of three main databases within MDSS II. These databases are user created (the user of the system provides the data to fill in the appropriate tables), and will reflect: the organization's current T/O, the unit's T/E assets, aviation allowance listings (blue dollar accounts), Table of Basic Allowance (TBA), Individual Readiness Material Listing (IRML), Flight Equipment and AVCAL and authorized special allowances. The ROSTER table is accessed by selecting [User], [Plan Data]; [ROSTER].

2. Each subordinate unit's Embarkation Officer within 2nd MAW will maintain an updated UDL and ROSTER tables, within MDSS II, per Appendix S and Appendix T. A printed copy of the unit's UDL and ROSTER will be maintained at the unit level, and a copy forwarded to the AC/S, G-4, Embark Section in accordance with paragraph 7005 of this Manual.

7005. MDSS II REPORTS SUBMISSION

1. Each Group, subordinate unit or task organized element within 2nd MAW will ensure a copy of the unit's MDSS II UDL and ROSTER report is delivered to the AC/S, G-4, Embark Section by the 1st day of January and July (semi annually). The report submission will be submitted on a three and one half inch diskette. The UDL and ROSTER report may be sent via the Local Area Network (LAN).

2. The UDL/ROSTER Reports will be verified for accuracy and used to support wing level deliberate planning. As required, the reports will be returned to the unit with required corrections annotated. All diskettes will remain on file at the G-4 Embark section until the next reports submission date.

7006. MDSS II UNIT LEVEL RECONCILIATION PROCEDURES. Each unit will establish MDSS II reconciliation procedures within their embarkation turnover and desktop files. At a minimum, the unit level UDL's and ROSTERS's will be reviewed and validated on a quarterly basis during the conduct of unit level inspections.

7007. UNIT DEPLOYMENT LISTING/ROSTER

1. The Unit Deployment Listing (UDL) and Roster (ROSTER) tables comprise the second of three main databases within MDSS II. The UDL and MROSTER are designed to allow planners at the unit level to create deployment lists in response to planning or tasking guidance from higher headquarters. This database is generated from the unit's UDL and ROSTER or can be user created. Specific table editing features include the assignment of Unit Line Numbers (ULN's), Transportation Control Numbers (TCN's), and Team Names. When exported, the UDL/ROSTER provides MAGTF II specific data, which in turn is processed into JOPEs.

2. Each deploying Air Combat Element's (ACE) embarkation staff will maintain a consolidated UDL/ROSTER, within MDSS II, per Appendix S and Appendix T. A printed copy of the ACE's UDL and ROSTER will be maintained at the unit level, and a copy forwarded to the AC/S, G-4, Embark Section no later than 48 hours prior to deployment operations commencing. Deployment specific instructions may be published by this Headquarters for population of key field entries in the UDL and ROSTER.

7008. REFERENCE DATA BASE. The reference database is the third of the three main databases within MDSS II. This database is created during the installation of MDSS II and does not require initial data entry. The reference data table provides the other two data bases with information that can be used for verification or user reference. Use of this database can save time in the building of a unit's garrison or deployment cargo and roster tables. Not all fields within the reference databases are correct.

NOTE: No changes, additions, deletions or alterations will be made to the Unit's MDSS II reference databases without the AC/S, G-4, Embark Section's approval. Changes to the unit's reference databases without approval can cause operational and planning delays in the transfer of information/databases between LOG-AIS systems. It is imperative that centralized control be maintained for all reference database changes. The AC/S, G-4, Embark Section will publish all authorized changes to the reference database tables to subordinate units and higher headquarters as required to ensure compatibility of the system tables when importing/exporting.

7009. ASSISTANCE AND PROBLEMS REPORTING. If you know of a problem or error that exists in the instructions, procedures, text or program/modules contained in MDSS II, contact the AC/S, G-4, Embark Section. All problems/errors will be compiled, reviewed and forwarded for possible use as future enhancements to the system.

7010. AUTOMATED INFORMATION TECHNOLOGY The AIT equipment listed below is provided to support commanders in embarkation functions required in the planning, pre-deployment, marshaling, movement execution and manifesting phases of the deployment process.

1. PDT 7240. The PDT 7240 scanner is used for advanced barcode scanning and data processing such as the scanning of barcodes on equipment and personnel I.D. cards for purposes of inventory, tracking locations and updating databases. Linear and 2D Barcode Capable, Radio Frequency Data Collection Capable.

2. PDT 7240 CRADLE. In-terminal and spare battery charger, and also docking and storage station for the PDT 7240.

3. PT400 PORTABLE PRINTER. Portable printer that attaches to the PDT 7240 for on location use. Used only for small, on the spot print jobs.

4. Z4000 LABEL PRINTER. Desktop printer used for mass production of labels.
5. SPECTRUM 24 WIRELESS LAN CARD. Bridges communication paths between wired and wireless network segments. Ensures interoperability with wireless LAN devices from other vendors.
6. REFERENCES. For information on how to use AIT technology refer to MCO P4000.51 and www.marcorsyscom.usmc.mil/AIT.

SOP FOR EMBARKATION

APPENDIX A

UNIT EMBARKATION DESKTOP/TURNOVER FOLDER

LETTER OF APPOINTMENT PAGE

UNIT LETTER HEAD

4600
SSIC
DATE

From: Commanding Officer, (Unit)
To: A. J. Squared-Away, (SSN/MOS)

Subj: APPOINTMENT AS (Unit) EMBARKATION (Billet)

Ref: (a) WgO P4600.4_

1. Per the reference, you are hereby appointed as the (Unit) Embarkation (Billet). You are responsible for familiarizing yourself with those duties, policies and procedures contained within the reference in the performance of your duties.

2. This appointment will remain in effect until revoked or you are transferred from the billet assigned.

I. M. MARINE
By direction

DATE

FIRST ENDORSEMENT

From: Squared-Away A. J. (SSN/MOS)
To: Commanding Officer, (Unit)

1. Return receipt acknowledge.

A. J. SQUARED-AWAY

SOP FOR EMBARKATION

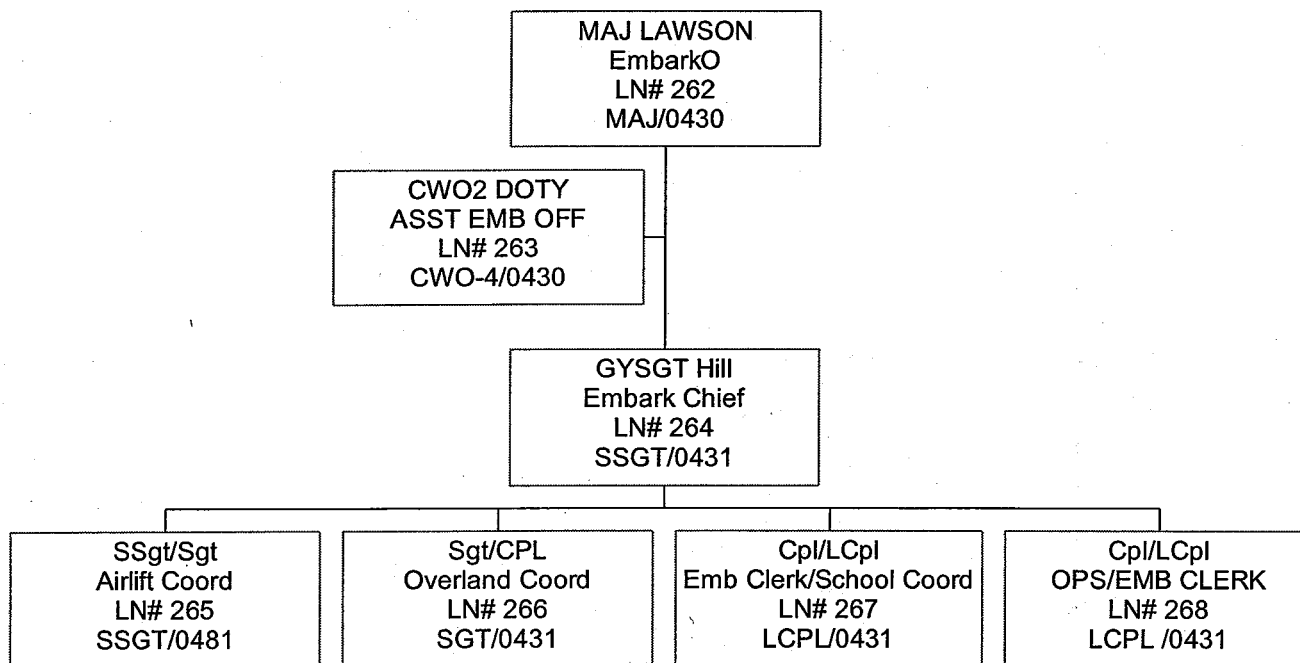
APPENDIX A

UNIT EMBARKATION DESKTOP/TURNOVER FOLDER

TURNOVER ORGANIZATIONAL CHART PAGE

BILLET: 2D MAW EMBARKATION OFFICER

ORGANIZATION: G-4 EMBARKATION ELEMENT



SOP FOR EMBARKATION

APPENDIX A

UNIT EMBARKATION DESKTOP/TURNOVER FOLDER

TURNOVER BILLET TITLE PAGE

TITLE OF BILLET: 2D MAW EMBARKATION OFFICER, MAJ LAWSON, J.D.

TO/LINE NUMBER: 8600/262

BILLET: Special Staff Officer on all matters pertaining to the Embarkation readiness of 2d MAW units/elements. Responsible to the AC/S, G-4 on all operational and administrative embarkation matters.

SUBORDINATE BILLETS:

T/O #	LINE#	BILLET TITLE	NAME
8600	263	ASST EMBARK OFF	(CWO-2 DOTY, T.G.)
	264	EMBARK CHIEF	(GYSGT HILL, K.M.)
	264A	ASST EMBARK CHIEF	(SGT SEARS, J.D.)
	265	AIRLIFT COORD	(CPL STAUFFENECKER,
N.D.)			
	266	OVERLAND COORD	(CPL WILLIAMS)
	267	EMBARK CLERK	(VACANT)
	268	OPS/EMB CLERK	(VACANT)